





Standards for

MISSOURI SCHOOL LIBRARY MEDIA CENTERS

Missouri Department of Elementary and Secondary Education

Robert E. Bartman, Commissioner of Education

STANDARDS

FOR

MISSOURI SCHOOL

LIBRARY MEDIA CENTERS

Missouri Department of Elementary and Secondary Education

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INTRODUCTION

In the fall of the 1994-95 school year, the Missouri Association of School Librarians (MASL), with the support of the Department of Elementary and Secondary Education (DESE), conducted a two-part comprehensive survey designed primarily to develop a profile of the status of school library media centers in the state at that time. The first, a 29-item survey instrument, was sent to all school library media specialists (see Definition of Terms) in the state to determine the levels of services provided through the school library media centers. High service school library media centers were defined as those with scores included in the top 25% of three grade level categories: grades 6 and under, grades 7 and up, and K-12. The second questionnaire, designed to collect data relevant to resources was mailed to librarians in those "high service" media centers. Resources were categorized into collections, funding, personnel, and facilities. Returns from school library media specialists were analyzed based on the same three categories of grade levels served.

The *Standards for Missouri Library Media Centers* (1997) replaces *Media Standards for School Learning Resources Centers* (1980). The revised standards are based on prevailing guidelines promoted in the literature, characteristics of educational and library media center environments prevalent in the state as reported by officials in the DESE and, to a limited extent, analysis of the data collected in the surveys.

The primary purpose of the standards is to identify selected characteristics of collections of minimal sizes that will become part of the requirements of the MSIP assessment. The document is also a vehicle to help school library media specialists and district and building level administrators

- plan for the improvement of access to information to enhance and enrich the learning environment,
- create an awareness and support of the use of technology in school library media programs as an integrated part of the resources (see Definition of Terms),
- make judgments about the effectiveness of media center collections,
- develop budgets, and
- communicate student and teacher information needs to board members, parents, and the community.

A self-evaluation will be completed by the building library media specialist each year. The gathered information will be reported electronically via Core Data. In many instances, minimal requirements for the various population groups at different levels specified in these standards will need additional support provided by district-level collections, personnel, distribution/delivery systems, and other services.

Members of the committee who developed the standards served students in widely diverse geographic areas of the state; represented rural, suburban, and metropolitan areas in the state; and served in elementary, middle/junior high, high school, and K-12 schools. There were also representatives from the DESE and higher education.

Marilyn Stone, Chair - Columbia Public School District
Carl Sitze - Department of Elementary & Secondary Education
Lisa Walters - Department of Elementary & Secondary Education
Beth Cobb - Northwest School District
Frederica Coleman - Parkway School District
Judy Daniel - Drexel Cass R-IV
Sharon Early - Lee's Summit R-7
Bill Fabian - Principia, St. Louis
Janna Gordanier - Carthage R-9
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Linda Hartman - Raytown School District
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Rita Linck - Parkway School District
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Susan Morriss - Waynesville R-VI
Floyd Pentlin - Lee's Summit R-VII
Charlene Pittman - Milan C-2
Jane Rainey - Cameron School District
Jan Rambow - Kansas City School District
Kay Rebstock - New Madrid County R-I
Sara Stubbins - Greenwood Lab School, SMSU
Susan Webb - Farmington R-VII

DEFINITION OF TERMS

ANCILLARY AREAS: Auxiliary or supplementary areas such as staff office/workroom, equipment storage, conference or seminar rooms, and production facilities. The areas must be under the supervision of the library media specialist (see Facilities section for more examples).

CD-ROM: Compact disc, read only memory. An optical disc created and read by a laser. Capable of storing vast quantities of text, graphics, and sound (e.g., periodical indexes, clip art, encyclopedias).

CONSORTIUM: A combination or group formed to undertake an enterprise beyond the resources of any one member (film/video cooperatives).

FTE (Full-time equivalent): One FTE = minimum number of hours required by the district to be considered a full-time employee. It is possible to combine part-time employee hours to equal full-time equivalency.

LAN (Local Area Network): Individual computers networked to share and expand access to resources/information stored on a common server.

LIBRARY MEDIA SPECIALIST: A person who holds a certificate in education and library science/media in Missouri.

MACHINE-DEPENDENT: Items which require equipment such as VCRs, slide projectors.

MSIP (Missouri School Improvement Plan): A Department of Elementary and Secondary Education program which requires all school districts to meet specific standards and show continuous progress in its programs.

MULTIPERIODICAL INDEX: An index that identifies the location of articles on various subjects/topics that are published in a variety of magazines and journals or newspapers.

RESOURCES: Information which is stored and available in a variety of formats (books, videos, software, models, art prints/posters).

SERVER: A computer with large memory capacity which is used to manage the LAN (local area network) or access other information.

TIME SENSITIVE AREAS/COUNTABLE RESOURCES: Information which rapidly changes because of the nature of its content are considered time/copyright-sensitive. Eleven Dewey Decimal areas have been identified as time/copyright-sensitive categories. It is recommended that at least 70% of the items in each of these categories have copyright dates within the most recent 12 years. If copyright dates are older than 12 years old these items cannot be counted in the LMC quantity evaluation.

WAN (Wide Area Network): A group of local area networks (LAN) that provides access to resources beyond cable connected networks (the Internet, union catalogs, e-mail).

WORKSTATION: An individual computer with peripherals which provides access to information. For the purposes of counting toward the Standards for periodicals, workstations must be able to access at least one periodical index. Workstations may be stand-alones or networked.

RESOURCES STANDARDS : QUANTITATIVE AND QUALITATIVE

Because of the evolving nature of computerized technologies in numerous formats, care must be exerted to provide both current and retrospective information with valid intellectual content that supports, enhances, and enriches the curriculum. Computerized technologies can provide immediate access and excellent indexing. This, however, does not alleviate the need for printed resources which reflect greater depth and scholarship. The strength of a library media program is partially determined by the availability of resources in all formats. Balance among and integration of traditional and electronic resources will provide an optimal information environment.

Reading, supported by all resource formats, is the foundation for a student's educational success. Books continue to constitute the major holdings in library media centers. As a minimum, each school library media center must provide enough reference, nonfiction, and fiction books, supplemented by other formats, to meet the point-of-need demands of its users. Minimum numbers to determine basic collection sizes in all types of libraries have been advanced for many years. Experts have expressed concern about both the quantity and quality of reading, listening, and viewing materials available to students in the media center. Quantity alone is misleading; the quality of the collection is a more accurate measure of the collection's response to user needs (see *School Library Media Standards Handbook).*

Requirements advanced in these standards are applicable only to building level collections.

Quality is addressed on only one dimension, copyright dates. It is recognized, however, that copyright dates as determinants of quality vary from subject to subject and from topic to topic within broad subject categories. It is the responsibility of the school library media specialist to regularly and systematically analyze holdings based on other quality dimensions, such as curriculum fit, maturity appropriateness, range of interests, and other variables appropriate to the local school. Quantitative and qualitative measures in these standards are intended both as goals and directives. Ultimately, it is the school library media specialist,

working with faculty and administrators, who determines the quality of the collection based on locally perceived needs consistent with these standards.

> *Ultimately, it is the school library media specialist, working with faculty and administrators, who determines the quality of the collection based on locally perceived needs consistent with these standards.*

The standards are presented on three levels which represent progress on a continuum of excellence. A school may be on various levels. For example, the LMC may be on level 1 in fiction, but in reference may not yet have reached level 1.

Although some schools might not meet any level of criteria immediately, the district will describe in its MSIP self-study what efforts have been made by each LMC toward meeting the Standards since the previous MSIP evaluation. The self-evaluation must be completed by the library media specialist for each building. After the evaluation is complete, areas of weakness in the collection should be identified and prioritized. It is expected that the district will make a continuous effort to improve its LMCs based upon weaknesses identified on the annual self-evaluation report. The district's improvement efforts in addressing these weaknesses must be incorporated into the district's Comprehensive School Improvement Plan. The annual self-evaluation report of the LMC will be sufficient documentation to demonstrate the district's progress from one MSIP review to the next. Defining needs at various collection development stages will help the library media specialist work with faculty and administrators to define goals and to develop and justify budgets.

> *...the district will describe in its MSIP self-study what efforts have been made ...toward meeting the Standards....*

Accountability demands that the materials added to the collection have positive reviews and/or that items are previewed when feasible. There is little margin for error in selecting and purchasing resources. The more limited the budget, the greater the necessity for careful selection before purchase. Every school library media specialist must purchase current, reputable selection aids. One selection tool may be sufficient provided that it includes reviews

of print, nonprint, and electronic materials in various formats and is appropriate for the age/grade range of users. All materials counted to meet standards must be cataloged, inventoried, and disseminated through the library media center.

Although requirements advanced in these standards address quantity and quality collections at the building level, some districts provide additional funds, and/or services and materials in central locations that are inventoried, cataloged, and readily accessible to building level personnel.

All materials counted to meet standards must be cataloged, inventoried, and disseminated through the building library media center.

REFERENCE COLLECTIONS

The school library media center's reference collection may consist of a variety of formats including print, nonprint, microfilm, and electronic items. It will exclude magazine and index subscriptions which are included in the "Periodical Collections: Magazines and Newspapers" section of these standards.

Reference collections in print and electronic formats at all grade levels should de-emphasize multivolume general reference encyclopedias and focus on subject-related reference resources such as field guides, travel guides, collective biographies, procedures manuals, almanacs, general dictionaries and specialized dictionaries and encyclopedias, geographical resources, directories, and bibliographies.

Reference materials in the 11 Dewey Decimal Classification categories listed in Figure 1 have been identified as time/copyright-sensitive areas. (see Definition of Terms) It is recommended that at least 70% of the resources in each of these categories have copyright dates within the most recent 12 years. **If copyright dates are older than 12 years, these items cannot be included in the LMC quantitative evaluation (See Worksheets, Appendix A).** Some items retain their intellectual integrity for extensive periods of time, however, and should not be automatically weeded from the collection. In numerous other subject areas (e.g., career, geography,), attention also must focus on the currency of the content even though they are not included in the 11 identified categories. Copyright is only one criteria used in evaluation for weeding. If the information in the older resource is correct and used in the curriculum, the library media specialist should use professional judgment to determine if the item should remain in the collection.

Cataloged electronic reference resources, such as CD-ROMs (see Definition of Terms) and computer software, which represent multivolume printed sets may be counted according to the number of simultaneously accessible workstations (see Definition of Terms) up to a maximum of 20. [Example: *Information Finder* simultaneously available at 15 workstations may be counted as 15 whether accessed in the LMC or in a combination of workstations between the LMC and throughout the building.] General multivolume encyclopedias, either in

print or electronic format, must have been copyrighted within the most recent five (5) years to be counted for the purpose of meeting standards.

No more than five (5) copies of any one title may be counted to meet standards. Print copies or audio tapes of adopted textbooks cannot be used to meet standards

Even though visual resources are addressed as a separate section in these Standards, they may be counted within the reference collection. This is acceptable if these same resources are not counted elsewhere.

Dewey Decimal Classification Categories used to determine countable resources

320-329: Political Science (Politics and government)
330-339: Economics
360-369: Social problems and services
370-379: Education
380-389: Commerce, communications, transportation
520-529: Astronomy and allied sciences
550-559: Earth sciences
560-569: Paleotology; Paleozoology
570-579: Life sciences
610-619: Medical sciences; Medicine
620-629: Engineering and allied operations

***General multivolume encyclopedias must have a copyright date within the last five (5) years to be counted.**

Figure 1: Copyright-Sensitive Dewey Decimal Classification

REFERENCE COLLECTIONS

***See enrollment tables in Appendix C to determine the specific quantity needed for individual building populations**

Grades 6 and Under

Enrollment Under 300

Level 1	Level 2	Level 3
Not fewer than 125 countable resources	Not fewer than 250 countable resources	Not fewer than 325 countable resources

Enrollment 300-599

Level 1	Level 2	Level 3
Not fewer than 150 countable resources	Not fewer than 275 countable resources	Not fewer than 350 countable resources

Enrollment 600 or More

Level 1	Level 2	Level 3
Not fewer than 288 countable resources	Not fewer than 413 countable resources	Not fewer than 488 countable resources

Middle & Junior High School

Enrollment Under 300

Level 1	Level 2	Level 3
Not fewer than 190 countable resources	Not fewer than 315 countable resources	Not fewer than 440 countable resources

Enrollment 300-599

Level 1	Level 2	Level 3
Not fewer than 340 countable resources	Not fewer than 465 countable resources	Not fewer than 590 countable resources

Enrollment 600 or More

Level 1	Level 2	Level 3
Not fewer than 521 countable resources	Not fewer than 646 countable resources	Not fewer than 771 countable resources

REFERENCE COLLECTIONS

***See enrollment tables in Appendix C to determine the specific quantity needed for individual building populations**

High Schools

Enrollment Under 500

Level 1	Level 2	Level 3
Not fewer than 625 countable resources	Not fewer than 750 countable resources	Not fewer than 875 countable resources

Enrollment 500-999

Level 1	Level 2	Level 3
Not fewer than 1125 countable resources	Not fewer than 1250 countable resources	Not fewer than 1375 countable resources

Enrollment 1000 plus

Level 1	Level 2	Level 3
Not fewer than 1447 countable resources	Not fewer than 1572 countable resources	Not fewer than 1697 countable resources

K-12 Schools

Enrollment Under 300

Level 1	Level 2	Level 3
Not fewer than 400 countable resources	Not fewer than 525 countable resources	Not fewer than 650 countable resources

Enrollment 300-599

Level 1	Level 2	Level 3
Not fewer than 600 countable resources	Not fewer than 725 countable resources	Not fewer than 850 countable resources

Enrollment 600 plus

Level 1	Level 2	Level 3
Not fewer than 776 countable resources	Not fewer than 1131 countable resources	Not fewer than 1256 countable resources

NONFICTION COLLECTIONS

The nonfiction collection, including print, electronic, and audio formats, complemented by the reference collection and other holdings, provides information that:

- supports research,
- enhances and enriches the curriculum,
- encourages student hobbies and personal interest,
- motivates students to seek information, and
- incites curiosity, and encourages readers to develop new interests.

Nonfiction resources in the 11 Dewey Decimal Classification categories listed in Figure 2 have been identified as time/copyright-sensitive areas. It is recommended that at least 70% of the resources in each of these categories have copyright dates within the most recent 12 years. **If copyright dates are older than 12 years, these items cannot be included in the LMC quantitative evaluation (see Worksheets, Appendix A).** Some items retain their intellectual integrity for extensive periods of time, however, and should not be automatically weeded from the collection. In numerous other subject areas (e.g., careers, geography), attention also must focus on the currency of the content even though they are not included in the 11 identified categories. Copyright is only one criteria used in evaluation for weeding. If the information in the older resource is correct and in the curriculum, the library media specialist should use professional judgment to determine if the item should remain in the collection.

Listening skills include strengthening reading, following verbal directions, appreciating certain art forms, learning proper pronunciation, and studying foreign languages. Auditory materials supplement the study of literature, physical education, music, language, and other curriculum areas. Listening is the preferred strategy by students with aural learning styles; therefore, no collection is complete without audio formats. Cataloged nonfiction resources (book and nonbook such as CD-ROMs, audio formats, and computer software), may be included in the nonfiction count provided that they are not included in other categories and provided there is functional equipment. Even though visual resources are addressed as a separate section in these Standards, they may be counted within the nonfiction collection. This is acceptable if these same resources are not counted elsewhere.

No more than five (5) copies of any one title may be counted to meet the standards. Print copies or audio tapes of adopted textbooks cannot be used to meet standards.

Dewey Decimal Classification Categories used to determine countable resources

320-329: Political Science (Politics and government)
330-339: Economics
360-369: Social problems and services
370-379: Education
380-389: Commerce, communications, transportation
520-529: Astronomy and allied sciences
550-559: Earth sciences
560-569: Paleotology; Paleozoology
570-579: Life sciences
610-619: Medical sciences; Medicine
620-629: Engineering and allied operations

Figure 2: Copyright-Sensitive Dewey Decimal Classification

NONFICTION COLLECTIONS

***See enrollment tables in Appendix C to determine the specific quantity needed for individual building populations**

Grades 6 and Under

Enrollment Under 300

Level 1	Level 2	Level 3
Not fewer than 2000 countable resources	Not fewer than 2400 countable resources	Not fewer than 2800 countable resources

Enrollment 300-599

Level 1	Level 2	Level 3
Not fewer than 2400 countable resources	Not fewer than 2800 countable resources	Not fewer than 3200 countable resources

Enrollment 600 plus

Level 1	Level 2	Level 3
Not fewer than 3446 countable resources	Not fewer than 3846 countable resources	Not fewer than 4246 countable resources

Middle & Junior High School

Enrollment Under 300

Level 1	Level 2	Level 3
Not fewer than 2250 countable resources	Not fewer than 2750 countable resources	Not fewer than 3250 countable resources

Enrollment 300-599

Level 1	Level 2	Level 3
Not fewer than 2600 countable resources	Not fewer than 3100 countable resources	Not fewer than 3600 countable resources

Enrollment 600 plus

Level 1	Level 2	Level 3
Not fewer than 4400 countable resources	Not fewer than 4900 countable resources	Not fewer than 5400 countable resources

NONFICTION COLLECTIONS

***See enrollment tables in Appendix C to determine the specific quantity needed for individual building populations**

High Schools

Enrollment Under 500

Level 1	Level 2	Level 3
Not fewer than 3500 countable resources	Not fewer than 4500 countable resources	Not fewer than 5500 countable resources

Enrollment 500-999

Level 1	Level 2	Level 3
Not fewer than 5500 countable resources	Not fewer than 6500 countable resources	Not fewer than 7500 countable resources

Enrollment 1000 plus

Level 1	Level 2	Level 3
Not fewer than 9500 countable resources	Not fewer than 10,500 countable resources	Not fewer than 11,500 countable resources

K-12 Schools

Enrollment Under 300

Level 1	Level 2	Level 3
Not fewer than 3600 countable resources	Not fewer than 3900 countable resources	Not fewer than 4200 countable resources

Enrollment 300-599

Level 1	Level 2	Level 3
Not fewer than 4000 countable resources	Not fewer than 4300 countable resources	Not fewer than 4600 countable resources

Enrollment 600 plus

Level 1	Level 2	Level 3
Not fewer than 6200 countable resources	Not fewer than 6500 countable resources	Not fewer than 6800 countable resources

FICTION COLLECTIONS

Fiction materials contribute substantially to developing vocabulary, reading comprehension, and broadening students' interests and backgrounds. Copyright dates are not the primary criteria in evaluating fiction collections. The appropriateness of the fiction resource can best be determined locally, based on demand and reading promotion activities/programs in the school.

Cataloged nonprint fiction materials, such as CD-ROMs, audio formats, and computer software, may be included in the fiction count provided there is functional equipment. Although visual resources are addressed as a separate section in these Standards, they may be counted within the fiction collection. This is acceptable if these same resources are not counted in other areas.

Audio formats of fiction aid the learner's pronunciation, vocabulary development, speech inflection, other verbal skills, and general appreciation of literature. Auditory materials supplement the study of literature, music, languages, speech, drama, and other curricular areas. Listening is the preferred strategy by students with aural learning styles; therefore, no collection is complete without audio formats.

According to Stephen Krashen in *The Power of Reading*, "Voluntary reading is the best predictor of reading comprehension, vocabulary growth, spelling ability, grammatical usage, and writing style." He also states "The research supports the commonsense view that when books are readily available, when the print environment is rich, more reading is being done."

No more than five (5) copies of the same title may be counted to meet standards.

FICTION COLLECTIONS

***See enrollment tables in Appendix C to determine the specific quantity needed for individual building populations**

Grades 6 and Under

Enrollment Under 300

Level 1	Level 2	Level 3
Not fewer than 1050 resources	Not fewer than 1550 resources	Not fewer than 2050 resources

Enrollment 300-599

Level 1	Level 2	Level 3
Not fewer than 2025 resources	Not fewer than 2525 resources	Not fewer than 3025 resources

Enrollment 600 plus

Level 1	Level 2	Level 3
Not fewer than 3057 resources	Not fewer than 3557 resources	Not fewer than 4057 resources

Middle & Junior High School

Enrollment Under 300

Level 1	Level 2	Level 3
Not fewer than 750 resources	Not fewer than 1150 resources	Not fewer than 1550 resources

Enrollment 300-599

Level 1	Level 2	Level 3
Not fewer than 1200 resources	Not fewer than 1600 resources	Not fewer than 2000 resources

Enrollment 600 plus

Level 1	Level 2	Level 3
Not fewer than 2100 resources	Not fewer than 2500 resources	Not fewer than 2900 resources

FICTION COLLECTIONS

***See enrollment tables in Appendix C to determine the specific quantity needed for individual building populations**

High Schools

Enrollment Under 500

Level 1	Level 2	Level 3
Not fewer than 750 resources	Not fewer than 1000 resources	Not fewer than 1250 resources

Enrollment 500-999

Level 1	Level 2	Level 3
Not fewer than 1000 resources	Not fewer than 1250 resources	Not fewer than 1500 resources

Enrollment 1000 plus

Level 1	Level 2	Level 3
Not fewer than 1340 resources	Not fewer than 1590 resources	Not fewer than 1840 resources

K-12 Schools

Enrollment Under 300

Level 1	Level 2	Level 3
Not fewer than 1500 resources	Not fewer than 1700 resources	Not fewer than 1900 resources

Enrollment 300-599

Level 1	Level 2	Level 3
Not fewer than 1520 resources	Not fewer than 1720 resources	Not fewer than 1920 resources

Enrollment 600 plus

Level 1	Level 2	Level 3
Not fewer than 2080 resources	Not fewer than 2280 resources	Not fewer than 2480 resources

PERIODICAL COLLECTIONS: MAGAZINES AND NEWSPAPERS

As major sources of current information, periodicals provide seasonal literature, learning activities projects, news, opinions, suggestions for teaching, and other curricular and motivational information. To meet state standards, every school library media center must have at least one multiperiodical index (see Definition of Terms). A multiperiodical index is one which indexes articles in numerous periodical titles. Multiperiodical indexes are available in print and non-print formats. Workstations (see Definition of Terms) which provide electronic access to periodical resources must be included in the school library media center to meet research needs. The number of workstations available for a school's population helps determine the quality of access to information for students and faculty.

The total number of countable periodical subscriptions may be divided between hard copy, and full or partial text in microfilm and/or electronically stored magazines (up to 50%) provided sufficient numbers of reader/printers or workstations are available. Examples include indexes published by Ebsco, University Microfilm International (UMI), H.W. Wilson, R.R. Bowker's *Children's Magazine Guide* (CMG), NewsBank, Social Issues Resources Series (SIRS), and others. A majority of the magazines in the collection should be included in the index(es) to which the library media center subscribes. Magazines that are indexed should be saved and organized to permit use of retrospective issues commensurate with the curriculum and indexes. In addition to the local school periodical collection, telecommunication access to appropriate remote databases is expected.

No more than two (2) subscriptions of any one title may be counted to meet the Standards.

PERIODICAL COLLECTIONS

***See enrollment tables in Appendix C to determine the specific quantity of magazines needed for individual building populations**

GRADES 6 AND UNDER

Level 1

Magazines
No fewer than 20 titles

Full/partial text microfilm and/or electronically stored magazines may be used in lieu of up to 50% of the required magazine subscriptions provided sufficient number of reader/printers or workstations are available.

Newspapers
1 local coverage and 1 state or national coverage in hard copy

Indexes
1 multiperiodical index

Level 2

Magazines
No fewer than 25 titles

Full/partial text microfilm and/or electronically stored magazines may be used in lieu of up to 50% of the required magazine subscriptions provided sufficient number of reader/printers or workstations are available.

Newspapers
1 local coverage and 1 state or national coverage in hard copy

Indexes
2 multiperiodical indexes, one must be in electronic format

Workstations
2 workstations in the library media center

**Note: If the school does not serve any grade above 3, one multiperiodical printed index is sufficient.

Level 3

Magazines
No fewer than 30 titles

Full/partial text microfilm and/or electronically stored magazines may be used in lieu of up to 50% of the required magazine subscriptions provided sufficient number of reader/printers or workstations are available.

Newspapers
1 local coverage, 1 state, and 1 national coverage in hard copy

Indexes
2 multiperiodical indexes, one must be in electronic format

Workstations
5 workstations in the library media center

**Note: If the school does not serve any grade above 3, one multiperiodical printed index is sufficient.

PERIODICAL COLLECTIONS

***See enrollment tables in Appendix C to determine the specific quantity of magazines needed for individual building populations**

MIDDLE AND JUNIOR HIGH SCHOOLS

Level 1

Magazines

No fewer than 40 titles

Full/partial text microfilm and/or electronically stored magazines may be used in lieu of up to 50% of the required magazine subscriptions provided sufficient number of reader/printers or workstations are available.

Newspapers

1 local coverage and 1 state coverage in hard copy

Indexes

1 multiperiodical index

Workstations

2 workstations the library media center

Level 2

Magazines

No fewer than 50 titles

Full/partial text microfilm and/or electronically stored magazines may be used in lieu of up to 50% of the required magazine subscriptions provided sufficient number of reader/printers or workstations are available.

Newspapers

1 local coverage, 1 state, and 1 national coverage in hard copy

Full/partial text microfilm and/or electronically stored newspapers may be used in lieu of the third newspaper subscription.

Indexes

2 multiperiodical indexes, one must be in electronic format

Workstations

4 workstations simultaneously accessible in the library media center

Level 3

Magazines

No fewer than 60 titles

Full/partial text microfilm and/or electronically stored magazines may be used in lieu of up to 50% of the required magazine subscriptions provided sufficient number of reader/printers or workstations are available.

Newspapers

1 local coverage, 1 state, and 1 national/international coverage in hard copy

Full/partial text microfilm and/or electronically stored newspapers may be used in lieu of the third newspaper subscription

Indexes

2 multiperiodical indexes, one must be in electrouic format

Workstations

7 workstations simultaneously accessible in the library media center

PERIODICAL COLLECTIONS

***See enrollment tables in Appendix C to determine the specific quantity of magazines needed for individual building populations**

HIGH SCHOOLS

Level 1

Magazines

No fewer than 60 titles

Full/partial text microfilm and/or electronically stored magazines may be used in lieu of up to 50% of the required magazine subscriptions provided sufficient number of reader/printers or workstations are available.

Newspapers

1 local coverage, 1 state, and 1 national/international coverage in hard copy

Full/partial text microfilm and/or electronically stored newspapers may be used in lieu of the third newspaper subscription

Indexes

2 multiperiodical index, one of which must be in electronic format

Workstations

3 workstations the library media center

Level 2

Magazines

No fewer than 70 titles

Full/partial text microfilm and/or electronically stored magazines may be used in lieu of up to 50% of the required magazine subscriptions provided sufficient number of reader/printers or workstations are available.

Newspapers

1 local coverage, 1 state, and 2 national/international coverage

Full/partial text microfilm and/or electronically stored newspapers may be used in lieu of the third and subsequent newspaper subscription

Indexes

3 multiperiodical indexes, two must be in electronic format

Workstations

10 workstations simultaneously accessible in the library media center

Level 3

Magazines

No fewer than 80 titles.

Full/partial text microfilm and/or electronically stored magazines may be used in lieu of up to 50% of the required magazine subscriptions provided sufficient number of reader/printers or workstations are available.

Newspapers

1 local coverage, 2 state, and 3 national/international coverage

Full/partial text microfilm and/or electronically stored newspapers may be used in lieu of the third and subsequent newspaper subscription

Indexes

4 multiperiodical indexes, three must be in electronic format

Workstations

15 workstations simultaneously accessible in the library media center

PERIODICAL COLLECTIONS

***See enrollment tables in Appendix C to determine the specific quantity of magazines needed for individual building populations**

K-12 SCHOOLS

Level 1

Magazines

No fewer than 60 titles

Full/partial text microfilm and/or electronically stored magazines may be used in lieu of up to 50% of the required magazine subscriptions provided sufficient number of reader/printers or workstations are available.

Newspapers

1 local coverage, 1 state, and 1 national/international coverage

Full/partial text microfilm and/or electronically stored newspapers may be used in lieu of the third newspaper subscription

Indexes

2 multiperiodical index, one of which must be in electrouic format

Workstations

1 workstation the library media center

Level 2

Magazines

No fewer than 70 titles

Full/partial text microfilm and/or electronically stored magazines may be used in lieu of up to 50% of the required magazine subscriptions provided sufficient number of reader/printers or workstations are available.

Newspapers

1 local coverage, 1 state, and 2 national/international coverage

Full/partial text microfilm and/or electronically stored newspapers may be used in lieu of the third and subsequent newspaper subscription.

Indexes

3 multiperiodical indexes, two must be in electronic format

Workstations

3 workstations simultaneously accessible in the library media center

Level 3

Magazines

No fewer than 80 titles

Full/partial text microfilm and/or electronically stored magazines may be used in lieu of up to 50% of the required magazine subscriptions provided sufficient number of reader/printers or workstations are available.

Newspapers

1 local coverage, 2 state, and 2 national/international coverage

Full/partial text microfilm and/or electronically stored newspapers may be used in lieu of the third and subsequent newspaper subscription

Indexes

3 multiperiodical indexes, two must be in electronic format

Workstations

6 workstations simultaneously accessible in the library media center

VISUAL AND TACTILE RESOURCES MACHINE-INDEPENDENT AND MACHINE-DEPENDENT

To enable effective learning and teaching, students and teachers need access to a variety of visual and tactile resources, machine-independent and machine-dependent.

Machine-independent visual and tactile resources may include, but are not limited to, posters, charts, maps and globes, dioramas, statuary, art prints, games, models, and realia. Although no quantitative or qualitative standards for machine-independent visual and tactile resources are included, the curriculum-oriented library media center is expected to provide a variety of quality materials in sufficient numbers to meet the needs of its users.

Information is also available in a wide range of **machine-dependent** resources (see Definition of Terms). Visuals may depict motion or static images and are frequently accompanied by audio tracks. To encourage visual and listening literacy and to enhance teaching and learning, a wide range of formats in all subject areas should be available for group and individual use. This category will include primarily, but may not be limited to, compact discs-interactive (CD-I), laserdiscs, slides, videocassettes, and filmstrips. The category, however, includes only items in formats that are enabled by equipment. Even though this section addresses visual and tactile resources, they may be counted in the reference, non-fiction, fiction, or professional collections sections. Items in this category may be counted only if they are cataloged and distributed though the library media center, and only if functional equipment is available (see Worksheets, Appendix A).

The per unit cost-range of visual materials varies widely. Quality visual instructional materials can be produced locally if the facilities, equipment, supplies, knowledgeable personnel, and time permit. Such instructional items must be carefully evaluated with the same criteria that are used for commercially distributed material. However, no school can rely on building and district production for an adequate quality collection of visual resources. Locally produced visual items cannot exceed 20% of the total number of items that are needed to meet the Standards in this category.

Although the use of visual materials available through central district collections and memberships in consortia is recognized, items housed in off-site locations do not replace the need for quality building level collections which are immediately available at the point-of-need and are more likely to support spontaneous instructional and learning needs.

..accommodate student and faculty needs by providing optimal access to all resources including circulation... of videos, audio recordings, realia, and other items in the collection.

The quality, curriculum fit, and age of machine-dependent visuals are important considerations. Visuals, because of clothing fashions and hair styles, illustrations, cultural mores, and technical quality tend to age more rapidly than do some print resources.

School library media specialists are encouraged to accommodate student and faculty needs by providing optimal access to all resources including circulation for home use of videos, audio recordings, realia, and other items in the collection.

Resources such as videocassettes, films, filmstrips, and slides in the 11 Dewey Decimal Classification categories listed in Figure 3, have been identified as time/copyright-sensitive areas. It is recommended that at least 70% of the resources in each of these categories have copyright dates within the most recent 12 years. **If copyright dates are older than 12 years, these items cannot be included in the LMC quantitative evaluation (see Worksheets, Appendix A)**. Some items retain their intellectual integrity for extensive periods of time, however, and should not be automatically weeded from the collection. In numerous other subject areas (e.g., careers, geography,), attention also must focus on the currency of the content even though they are not included in the 11 identified categories. Copyright is only one criteria used in evaluation for weeding. If the information in the older resource is correct and used in the curriculum, the library media specialist should use professional judgment to determine if the item should remain in the collection.

Dewey Decimal Classification Categories used to determine countable resources

320-329:	Political Science (Politics and government)
330-339:	Economics
360-369:	Social problems and services
370-379:	Education
380-389:	Commerce, communications, transportation
520-529:	Astronomy and allied sciences
550-559:	Earth sciences
560-569:	Paleotology; Paleozoology
570-579:	Life sciences
610-619:	Medical sciences; Medicine
620-629:	Engineering and allied operations

Figure 3: Copyright-Sensitive Dewey Decimal Classification

Machine-Dependent Visual Materials

Schools at all grade levels regardless of enrollment

Level 1	Level 2	Level 3
5 countable title per student	1 countable title per student	1.5 countable titles per student
No fewer than 250 titles	No fewer than 300 titles	No fewer than 350 titles

Countable only if appropriate and compatible equipment in dependable operational condition is readily available.

****Count here ONLY if not counted in reference, non-fiction, fiction, or professional collections.**

This category includes, but may not be limited to:

- compact discs-interactive (CD-I),
- laserdiscs,
- slides,
- videocassettes, and
- filmstrips.

ELECTRONIC RESOURCES

The use of technologies is an essential component of the educational process and an integral part of an effective library media program. Current and emerging technologies are invaluable when meeting the informational needs of students, faculty, and the local community. Because quantitative standards for electronic resources are difficult to measure due, in part, to the extreme variations in cost and patterns of use, they are not included in these Standards as a separate category. The standard for electronic resources is the successful integration of these formats into the total collection. A comprehensive library media center collection includes a variety of electronic resources (e.g., electronic catalog and circulation systems, telecommunication capabilities, the Internet, full/partial text CD-ROMs). It is imperative that electronic resources are seamlessly integrated with other resource formats to facilitate the learning process.

The standard for electronic resources is the successful integration of these formats into the total collection.

Integration of electronic resources requires that students and faculty have readily accessible local and remote information sites available to them.

The basic electronic environment must

- include an electronic catalog and circulation system which facilitates efficient information retrieval and school library media center management,
- encompass local area networks (LANs) and wide area networks (WANs) (see Definition of Terms),
- provide a sufficient number of workstations for students to readily access information, and
- enable students and faculty, using a variety of resources and equipment, to creatively design, produce, and evaluate products such as multimedia presentations, visual presentations, and audio presentations.

The degree to which the electronic environment is combined with other information formats is a significant measure of the success of the LMC.

PROFESSIONAL COLLECTIONS

Professional collections support and encourage professional growth at all grade levels and in all subject areas. Journals, professional periodicals, and other professional items

- cover educational trends and developments;
- suggest teaching techniques, activities, and strategies; and
- report research in general and specialized fields.

The school library media center is the clearinghouse for the acquisition of professional materials regardless of the source of the funds. This practice eliminates unnecessary duplication, helps ensure that a well-balanced collection is developed, and facilitates use. Faculty members should have access to grade-level or subject-area resources as well as those of a generic nature. Although collections in central district repositories or other off-site facilities are important because they supplement quality, timely building collections, they cannot be counted toward building-level compliance with the standards. When appropriate, those collections will be reported on the district Core Data report.

The library media specialist works closely with the local Professional Development Committee (PDC), curriculum committees, and other groups and individuals to cooperatively identify materials that will contribute to a well informed faculty and administrative team.

Changing social, educational, economic, and technological environments demand that all faculty members continue to grow professionally. It is the school library media specialist's responsibility to monitor the need for and provide access to professional books, journals, newsletters, machine-dependent, and electronically-stored information that enable informal professional growth and support the faculty's formal education.

To meet standards for the professional collection, books and other items must have copyright dates within the most recent 12-year time span and must be housed in the building level library media center.

To meet the standards for the professional collection, all books and other items must have copyright dates within the most recent 12-year time span to be counted and must be housed in the building level library media center. Some items retain their intellectual integrity for

extensive periods of time and should not be automatically weeded from the collection. Copyright is only one criteria used in evaluation.

If the information in an older item is correct and still used in the curriculum the library media specialist should use professional judgment to determine if the item should remain in the collection. In all instances, items in the professional collection must be cataloged, inventoried, and disseminated through the library media center. Journals, books, and other materials may be generic or level/subject specific; however, all teachers and administrators need access to resources that enhance their effectiveness. Even though visual materials are addressed as a separate section in these Standards, they may be counted within the reference, nonfiction, fiction, or professional collections. This is acceptable if these same volumes are not counted elsewhere.

It is recommended that at least one copy of all district curriculum guides and other publications appropriate to programs within the school should be available in the library media center but they are not countable items to meet the standards.

Professional Collections

Schools at all grade levels regardless of enrollment

Books, videos, and other items

Level 1	Level 2	Level 3
1 countable title for each 3 certified staff members Not fewer than 30 countable titles	1 countable title for each 2 certified staff members Not fewer than 40countable titles	1 countable title for each 1 certified staff member Not fewer than 60 countable titles

Journals / Periodicals

Level 1	Level 2	Level 3
1 title for every 10 certified staff members Not fewer than 10 titles	1 title for every 8 certified staff members Not fewer than 15 titles	1 title for every 6 certified staff members Not fewer than 20 titles

1. Do not count pamphlets, software/hardware manuals, broadcast schedules, museum schedules, curriculum guides, and other ephemeral items.
2. At all levels, access to print and/or electronic indexes to journals should be available.
3. Full/partial text microfilm and/or electronically stored magazines may be used in lieu of up to 50% of the required magazine subscriptions provided sufficient numbers of reader/printers and workstations are available.

SCHOOL LIBRARY MEDIA SPECIALIST PROFESSIONAL SELECTION TOOLS

There is little margin for error in selecting and purchasing resources; the more limited the budget, the greater the necessity for careful selection before purchase. Accountability demands that the materials added to the collection have positive reviews and/or that items are previewed when feasible. Every school library media specialist must purchase current reputable selection aids. One selection tool may be sufficient provided that it includes reviews for print, nonprint, and electronic materials in various formats and is appropriate for the age/grade range of users. Sharing selection aids within the district is encouraged. However, it is imperative that each building subscribe to at least one title.

Numerous library journals serve several purposes including critical reviews of all types of resources. To meet the professional selection tools standard the item must be primarily devoted to reviews of print, nonprint, and/or electronic media (see *School Library Media Standards Handbook*). Other professional items should be reported in the "Professional Collection" category on the Core Data report. No item can be counted in both categories.

Professional Periodical Selection Tools

Schools at all grade levels regardless of enrollment

Every school library media center must subscribe to at least 1 selection-oriented periodical that includes a wide range of media formats. Subscriptions to several selection-oriented periodicals are highly recommended.

Additionally, every library media center should have current "core collection" tools such as one of the H.W. Wilson catalogs (*Children's Catalog, The Middle and Junior High School Library Catalog,* or *Senior High School Library Catalog*) or Brodart's *The Elementary School Library Collection: A Guide to Books and Other Media, Phases 1-2-3.*

FACILITIES

An effectively designed and managed learning environment enhances student achievement. Student activities and outcomes are influenced by physical characteristics of the center such as temperature, color, lighting, texture, and other comfort and aesthetic variables (see *School Library Media Handbook*) and by the ratio of professional and support staff to student enrollment. Space requirements are typically expressed in terms of seating capacity and square feet depending on intended function.

Reading/reference areas include, but may not be limited to, space for shelving most elements of the collection, including: electronic resources; study tables and carrels; reference materials and services; displays; and catalogs. **Ancillary areas** (see Definition of Terms) support such functions as student and faculty conference/seminar areas, student group study, production laboratories, computer laboratories accessing networked library media center resources, listening and viewing activities, workroom/office, storage, and other specifically designated spatial needs. These areas would be supervised by the library media specialist (see *School Library Media Standards Handbook).*

SPACE RECOMMENDATIONS

Elementary: All Enrollment Categories

Reading/ Reference area:	**Square footage:** 40 square feet for 15% of the enrollment. [40 X (.15 X enrollment)]. But not less than 1,800 square feet
	Seating capacity: At least 1.5 classes determined by the enrollments of the largest academic class in the building.
Ancillary Areas:	Cumulative total of square feet equivalent to that of the recommended reading/reference area.

SPACE RECOMMENDATIONS

Junior High/Middle School: All Enrollment Categories

Reading/ Reference Area: **Square footage:** 40 square feet for 15% of the enrollment [40 X (.15 X enrollment)]. But not less than 1,800 square feet

Seating capacity: At least 2 classes determined by the enrollments of the largest academic class in the building.

Ancillary Areas: Cumulative total of square feet equivalent to that of the recommended reading/reference area.

High School: All Enrollment Categories

Reading/ Reference Area: **Square footage:** 40 square feet for 15% of the enrollment. [40 X (.15 X enrollment)]. But not less than 1,800 square feet

Seating capacity: At least 3 classes determined by the enrollments of the largest academic class in the building.

Ancillary Areas: Cumulative total of square feet equivalent to that of the recommended reading/reference area.

K-12: All Enrollment Categories

Reading/ Reference Area: **Square footage:** 40 square feet for 15% of the enrollment [40 X (.15 X enrollment)]. But not less than 1,800 square feet

Seating capacity: At least 3 classes determined by the enrollments of the largest academic class in the building.

Ancillary Areas: Cumulative total of square feet equivalent to that of the recommended reading/reference area.

FINANCIAL PLANNING AND RECORD MAINTENANCE

BUDGET

Access to timely and relevant resources requires consistent and adequate funding. Collection development is more than purchasing materials from year to year; it is a long-term undertaking that must be projected into the future so that all components of the collection do not become obsolete at the same time. Budgetary projections allow for flexibility in enrollments, changes in instructional strategies, curriculum changes, technological advancements, inflation, and other relevant factors. Research indicates that each year, in most schools, one item per student is lost or the content becomes obsolete. Therefore, to provide for collection growth, the recommended annual purchase is at least two items per student.

> *...each year... one item per student is lost or the content becomes obsolete.*

The library media specialist prepares an annual budget, based on documented needs and consistent with the local budgeting cycle, to be submitted to administrators. Preliminary budgets should be developed three years in advance and shared with administrators for long range planning. The library media specialist could conceivably work with three or four budgets simultaneously, including:

- expenditures from the current budget,
- final refinements and defense of the budget for the immediately ensuing fiscal year,
- early refinements of the budget for the following year, and
- collecting needs assessment data for the budgets projected.

It is highly recommended that the library media specialist use their district's budget line category codes to develop budgets and track expenditures. Line items, however, should be flexible to accommodate unforeseen contingencies (see *School Library Media Standards Handbook*).

The amount budgeted for the library media center may include costs for print resources machine-dependent and machine-independent materials, professional materials, library supplies,

and interlibrary loan expenses. However, funds for the acquisition or repair of equipment, furnishings, salaries, textbooks, workbooks, and classroom collections cannot be counted toward per pupil expenditures.

Library media center expenditures should be at least 1% of the average state per eligible student expenditure. The per pupil expenditure is reported annually to each district by DESE.

External funding, such as privately funded grants, business partnerships, endowments, gifts, user fees, and PTA/PTO/PTSA allocations cannot supplant local board allocations.

Funding for Library Media Expenditures

All schools for all grade levels

Library media center expenditures should be at least 1% of the state average per eligible student expenditure. The per pupil expenditure is reported annually to each district by DESE.

Expenditure Records

Tracking expenditures by line item is an important management function that helps in budget development, decision making, determination of priorities, and documenting progress toward goals. Expenditure records (see *School Library Media Standards Handbook*) maintained by the library media specialist should be reconciled with central office accounting records. The "Secretary of the Board Report", which includes expenditure records should be available for review by members of the MSIP (see Definition of Terms) visitation team. Separate records should be maintained for each account (e.g., board allocated funds, grants, revolving accounts, and others).

APPENDIX

A

LIBRARY MEDIA SPECIALIST'S OVERALL EVALUATION OF THE COLLECTION

Evaluation is the process of determining strengths and weaknesses to facilitate planning for the improvement of the learning and teaching environment. The school library media specialist has the responsibility to regularly and systematically analyze holdings to determine how effectively the collection meets the needs of the users. Observations of both qualitative and quantitative aspects of the collection are considerations for "overall" assessment. The application of externally generated criteria can be helpful; it complements, but does not replace, the professional judgment of the library media specialist.

The self-evaluation will be used as documentation of progress by the visiting Missouri School Improvement Plan (MSIP) team. The evaluation should be completed by the library media specialist for each building. The evaluation will help identify strengths and weaknesses in the collection after which the library media specialist will prioritize areas for improvement.

The library media specialist, in consultation with district administration, will develop a plan of action to identify the methods that will be used to improve the prioritized area. Actions may include increasing budget allocations, writing collaborative grants, and working with other departments to assess needs and expand purchasing power. The plan should include a timeline indicating the district's continuous effort to improve its LMCs based upon weaknesses reported on the LMC's "Planning and Evaluation Form". The district's improvement efforts in addressing these weaknesses must be incorporated into its Comprehensive School Improvement Plan (MSIP). The annual self-evaluation and Core Data report will be sufficient documentation to demonstrate the district's progress from one MSIP review to the next.

The following three areas (Integration of Formats, Alignment with the Curriculum, and Student and Teacher Needs) are not discrete categories; many of the same concepts are embedded in all of them. Perceptions may be reflected in more than one area; evaluation will overlap. The following comments are suggestions only; they may help but are not meant to constrain the library media specialist's perceptions of the library media center.

Integration of Formats

Ideally, school library media collections include a variety of print/ nonprint, machine-dependent/machine-independent resources to support information needs of users. Integration implies that all resources are cataloged as holdings in the library media center, used in appropriate subject areas, and that they support the interests of the users. It may or may not imply integrated shelving; however, it does imply that all formats are readily available to all users in the library media center. Many variables influence integration. These variables may include; assignments made by teachers, the comfort level of classroom teachers and the library media specialist in using a variety of formats, student learning styles, teaching methodologies, assessment strategies, and scheduling patterns.

Issues to be addressed in collection development may include: Does the library media center collection represent a reasonable ratio of nonprint and electronic formats in relation to print materials? Do assignments require a variety of formats? Do students use a variety of formats in their research activities? Do teachers use current technologies to design instructional materials? Do classroom collections enhance or inhibit library research?

Alignment with the Curriculum

The primary function of the school library media center is to support, enhance, and enrich the curriculum. One measure of this function is the "fit" between the learning objectives and the collection. Alignment of the curriculum can be measured from several perspectives including: appropriate maturity level of the holdings, materials that encourage student exploration, reading and comprehension levels of materials in relation to units that are taught, extent of holdings to support units taught in the curriculum, timeliness, currency, depth of collection for units, and depth and breadth of collections.

Student and Teacher Needs

Student and teacher needs vary from school to school, subject to subject, and grade to grade; however, all learners have some needs in common. Among those needs are numerous variables which may influence the library media specialist's perceptions; for example, the ratio of demands for materials in relation to holdings in the media center, needs of atypical students (gifted, at-risk, academically and/or physically challenged, ESL), range of learning/teaching styles, numbers of students or teachers who must wait for access to electronic resources, and information that helps integrate emerging technologies and supports local professional development activities.

WORKSHEET - LIBRARY MEDIA CENTER ANALYSIS : 1996-1997

REFERENCE, NONFICTION, VISUAL MATERIALS

Items in certain Dewey areas are particularly subject to obsolescence due to age and generally weaken the quality of the collection. Only those titles in these areas which have a copyright date of 1984 or newer may be used for the self-evaluation process. By all means, keep the earlier titles in the collection if they meet local needs; they simply cannot be counted for the annual Core Data Report.

BRIEF EXPLANATION OF THE WORKSHEET COLUMNS:

DEWEY AREAS .....Classified holdings of the collection.
TOTAL HOLDINGS..... Enter the count of all of the items in the local collection in each of the Dewey categories regardless of copyright date.
REPEAT COLUMN 1 FIGURES....For later ease of calculation, enter the SAME number from column 1 in column 2 for the copyright-sensitive Dewey areas.
NO. ITEMS 1983 AND OLDER.....Determine which items have copyright dates 13 years old and older.
NO. ITEMS 1984 AND NEWER..... Determine which items have copyright dates within the last 12 years.
% COUNTABLE ITEMS..... In order to understand the relative strengths and weaknesses of each Dewey area of the collection, compute the percentage of countable items. Using the 70% standard for the copyright-sensitive areas as a guide, the computed percentage is to be used by the library media specialist as a way to determine areas of the collection which need improvement.
The form will report only the overall percentage of the Dewey categories from the worksheet (cell P-5).

MODEL WORKSHEET

REFERENCE COLLECTION WORKSHEET

		COPYRIGHT-SENSITIVE DEWEY AREAS			
Dewey Areas	**Total Holdings**	**REPEAT column 1 figures in white areas below**	**No. of Items 1983 and OLDER**	**No. of Items 1984 and NEWER**	**% of Countable Items within Copyright Time Frame**
Reference	(1)	(2)	(3)	(4)	(5)
Encyclopedias					
000-319	400				
320-329	100	100	50	50	50%
330-339	80	80	70	10	13%
340-349	300				
REFERENCE COLLECTION TOTALS this LMC	T-1 880	T-2 180	T-3 120	T-4 60	↗Divide each cell in column 4 by the corresponding cell in column 2 to find the % in each Dewey area
	Add to find total countable and non-countable items	Add to find total items in time-sensitive Dewey areas	Add to find total NON-countable items	Subtract column 3 from column 2 to find total TIME-SENSITIVE COUNTABLE items	
				To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) →	P-5 33%

TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:

- COLUMN A = Total of column 1 of the worksheet (T-1)
- COLUMN B = Total of column 1 (T-1) minus the total of column 3 (T-3)
- COLUMN C = % of countable items within copyright time frame from column 5 (P-5)

REFERENCE COLLECTION WORKSHEET					
		COPYRIGHT-SENSITIVE DEWEY AREAS			
Dewey Areas	**Total Holdings**	**REPEAT column 1 figures in white areas below**	**No. of Items 1983 and OLDER**	**No. of Items 1984 and NEWER**	**% of Countable Items within Copyright Time Frame**
Reference	**(1)**	**(2)**	**(3)**	**(4)**	**(5)**
General Encyclopedias within most recent 5 years			(1991 and **older** for encyclopedias)	(1992 and **newer** for encyclopedias)	%
000-319					
320-329					%
330-339					%
340-349					
360-369					%
370-379					%
380-389					%
390-519					
520-529					%
530-549					
550-559					%
560-569					%
570-579					%
580-609					
610-619					%
620-629					%
630-999					
REFERENCE COLLECTION TOTALS this LMC	T-1 Add to find total countable and non-countable items	T-2 Add to find total items in time-sensitive Dewey areas	T-3 Add to find total NON-countable items	T-4 Subtract column 3 from column 2 to find total TIME-SENSITIVE COUNTABLE items	↗Divide each cell in column 4 by the corresponding cell in column 2 to find the % in each Dewey area
			To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) →		P-5 **%**

TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:
• COLUMN A = Total of column 1 of the worksheet (T-1)
• COLUMN B = Total of column 1 (T-1) minus the total of column 3 (T-3)
• COLUMN C = % of countable items within copyright time frame from column 5 (P-5)

***NOTE: If these resources have been counted in reference, nonfiction, fiction, or professional collections do not enter these totals on this form.**

VISUAL COLLECTION WORKSHEET					
		COPYRIGHT-SENSITIVE DEWEY AREAS			
Dewey Areas	Total Holdings	REPEAT column 1 figures in white areas below	No. of Items 1983 and OLDER	No. of Items 1984 and NEWER	% of Countable Items within Copyright Time Frame
Visual	(1)	(2)	(3)	(4)	(5)
Fiction					
000-319					
320-329					%
330-339					%
340-349					
360-369					%
370-379					%
380-389					%
390-519					
520-529					%
530-549					
550-559					%
560-569					%
570-579					%
580-609					
610-619					%
620-629					%
630-999					
VISUAL COLLECTION TOTALS this LMC	T-1 Add to find total countable and non-countable items	T-2 Add to find total items in time-sensitive Dewey areas	T-3 Add to find total NON-countable items	T-4 Subtract column 3 from column 2 to find total TIME-SENSITIVE COUNTABLE items	↗Divide each cell in column 4 by the corresponding cell in column 2 to find the % in each Dewey area
To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) →					P-5 %

TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:
• COLUMN A = Total of column 1 of the worksheet (T-1)
• COLUMN B = Total of column 1 (T-1) minus the total of column 3 (T-3)
• COLUMN C = % of countable items within copyright time frame from column 5 (P-5)

***NOTE: The totals from this worksheet should only be transferred to the report form if visual materials are considered as a separate section within your holdings and not integrated into reference, nonfiction, fiction or professional collections.**

NONFICTION COLLECTION WORKSHEET					
		COPYRIGHT-SENSITIVE DEWEY AREAS			
Dewey Areas	**Total Holdings**	**REPEAT column 1 figures in white areas below**	**No. of Items 1983 and OLDER**	**No. of Items 1984 and NEWER**	**% of Countable Items within Copyright Time Frame**
Nonfiction	**(1)**	**(2)**	**(3)**	**(4)**	**(5)**
000-319					
320-329					%
330-339					%
340-349					
360-369					%
370-379					%
380-389					%
390-519					
520-529					%
530-549					
550-559					%
560-569					%
570-579					%
580-609					
610-619					%
620-629					%
630-999					
NONFICTION COLLECTION TOTALS this LMC	T-1	T-2	T-3	T-4	↗Divide each cell in column 4 by the corresponding cell in column 2 to find the % in each Dewey area
	Add to find total countable and non-countable items	Add to find total items in time-sensitive Dewey areas	Add to find total NON-countable items	Subtract column 3 from column 2 to find total TIME-SENSITIVE COUNTABLE items	
			To find % of countable items within copyright time frame, divide the total in column 4 (T-4) by the total in column 2 (T-2) →		P-5 %

TRANSFER WORKSHEET DATA TO THE PLANNING AND EVALUATION FORM AS FOLLOWS:
• COLUMN A = Total of column 1 of the worksheet (T-1)
• COLUMN B = Total of column 1 (T-1) minus the total of column 3 (T-3)
• COLUMN C = % of countable items within copyright time frame from column 5 (P-5)

***Even though visual resources are addressed as a separate section in these Standards, they may be counted within the nonfiction collection. This is acceptable if these same resources are <u>not</u> counted in the visual area.**

PLANNING AND EVALUATION WORKSHEET - LMC

Areas marked by heavy borders will be reported on the Core Data Report.

County district code	School name	Building code	Grades **served**	Enrollment **served**	FTE certificated staff served	# students seated at one time

FTE with library or media certificate	FTE paid support staff serving LMC	Total sq. ft. in Reading/reference	Total sq. ft. in Ancillary	# hours / week LMS scheduled as release time for classroom teachers

	(From the worksheet) (A)	*(From the worksheet)* (B)	ADDITIONAL items needed (Level minus B) (Mark ZERO (0) if the LMC EXCEEDS the number for the Level)				*(From the worksheet)* (C)		**(See Appendix B)** LMS's overall evaluation of the collection Low...0...1...2...3...4...5...High		
Print, nonprint, and electronic items	Total **holdings** in this LMC	Total **countable** items	Level 1	Level 2	Level 3	Current level met (Mark 0 if no level met)	% of countable items (70% recommended)	# of countable items per student (B) divided by enrollment	Integration of formats into the curriculum (0-5)	Alignment of collection with curriculum (0-5)	Meets student and teacher needs (0-5)
Reference											
Nonfiction											
Fiction	All countable										
Magazine subscriptions											
Newspaper subscriptions											
Periodical indexes											
Machine Dep. visual materials											
Professional materials								*			
Prof. Journal subscriptions								*			
Selection tools											

*Per Certified Staff Member

ITEMS	TOTAL NUMBER IN LMC	TOTAL NUMBER NETWORKED IN BUILDING (LMC resources available)
Electronic catalog workstations		
CD-ROM workstations		
Periodical workstations		
Dial-up Internet access workstations		
Direct Internet access workstations		
Satellite / cable access sites		
Facsimile machine		
Telephone lines (not primarily for computer connection)		
Photocopy machine		
Typewriter		

	Local funds	Free Textbook	Incentive Grants	Technology Grants	Title VI	Video Grants	Fund raisers / gifts	Other
SUPPLIES	$	$	$	$	$	$	$	$
RESOURCES / MATERIALS	$	$	$	$	$	$	$	$
EQUIPMENT / CAPITAL OUTLAY	$	$	$	$	$	$	$	$
OTHER	$	$	$	$	$	$	$	$

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APPENDIX

B

LIBRARY MEDIA CENTER
(Screen 07)

◄ *June Cycle*

The Library Media Center screens (07 and 07A) are used to report data on school library media centers for school officials and the Department of Elementary and Secondary Education, Missouri School Improvement Program, to evaluate based on the *Standards for Missouri School Library Media Centers* (1997). Refer to the *Standards* document when completing the Library Media Center screens (07 and 07A).

Screen 07 reports funding for the library media center identified; and for each Screen 07 reported, a corresponding Screen 07A reporting materials and equipment must be completed. Data are reported by attendance center, including the central office (Building No. 1000).

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SCREEN  : 07                      CORE DATA SYSTEM                      02/01/97
VERSION : 8.1                   LIBRARY MEDIA CENTER                    11 32 am

SCHOOL YEAR:  ....-..   DIST CODE/NAME:  ...-...  ..........................
BLDG NO/NAME  ....  ..........................                SEATING: .......
ENROLLMENT SERVED:  ......     STAFF SERVED: ......    GRADES SERVED: .. - ..
SQ FT READ/REF AREA: .....     SQ FT ANCILLARY AREAS: ......

SOURCES OF FUNDS      SUPPLIES   MATERIALS   EQUIPMENT   OTHER       TOTAL
 FREE TEXTBOOK:       ........   ........                           ........
 INCENTIVE GRANT:     ........   ........    ........    ........   ........
 TECHNOLOGY GRANT:    ........   ........    ........    ........   ........
 TITLE VI:            ........   ........    ........    ........   ........
 VIDEO GRANT:         ........   ........    ........    ........   ........
 FUND RAISERS/GIFTS:  ........   ........    ........    ........   ........
 LOCAL FUNDS:         ........   ........    ........    ........   ........
 OTHER:               ........   ........    ........    ........   ........
 TOTAL:              .........  .........   .........   .........  .........

F1 -HELP  F2 -BROWSE  F3 -EXIT   F4 -RESOURCES  F6 -NXT BLDG   SHFT-F4 -DELETE

                LAST ACTION:   06/01/97  KA
```

ITEM DEFINITIONS – LIBRARY MEDIA CENTER (Screen 07)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CODE/NAME - Item is displayed from District Data screen (02).

BLDG NO/NAME - A 4-digit school number is entered to choose the attendance center and the official name of the attendance center is displayed from Attendance Center screen (08). The number 1000 is used to report district resources not allocated to a specific attendance center.

SEATING - Total number of students that can be seated in the library media center at one time.

ENROLLMENT SERVED - Total number of students served by this library media center.

STAFF SERVED - Total full-time equivalency (FTE) of certificated staff served by this library media center. One FTE is equal to the minimum number of hours required by the district to be considered a full-time employee. Combine part-time employee hours to calculate full-time equivalency.

GRADES SERVED - Lowest and highest grade levels (PK-12) served by this library media center. Valid values are PK, K and 1- 12. "U" is a valid value for an attendance center housing only ungraded students.

SQ FT READ/REF AREA - Total square footage of the reading/reference area for this library media center.

SQ FT ANCILLARY AREAS - Total square footage of the ancillary areas for this library media center. Ancillary areas include auxiliary or supplementary areas such as staff office or workroom, equipment storage, conference rooms, computer labs with access to library media center resources, and production facilities. Refer to the *Standards* document for further information.

The designated categories (column headings) for which the "Sources of Funds" identified below should be reported are defined as follows:

SUPPLIES - Amount expended on consumable items (paper, toner, glue, tape, etc.) used in the daily operation of this library media center.

MATERIALS - Amount expended on reading, listening, and viewing items in any format which have been cataloged, inventoried, and disseminated through this library media center.

EQUIPMENT - Amount expended on equipment (computers, projectors, tape recorders, etc.) purchased for use *by this library media center.*

OTHER - Amount expended on other areas which are not specifically reported as Supplies, Materials or Equipment for this library media center.

TOTAL - Total amount expended for this library media center for each source of funds and a total amount expended for all funds. Item is system calculated and displayed.

SOURCES OF FUNDS Enter the amount expended for this library media center under the designated categories described above for each of the "Sources of Funds" listed on Screen 07. The sources of funds, with a brief description each, are:

FREE TEXTBOOK - (Foreign Insurance Aid) Monies expended for this library media center which were received from the state for the purchase of textbooks, supplemental texts, library and reference books, contractual educational services and instructional supplies used by the children in the classroom per Section 170.051, RSMo.

INCENTIVE GRANT - Monies expended for this library media center which were received from the state through the Excellence in Education Act for Incentive Grants.

TECHNOLOGY GRANT - Monies expended for this library media center which were received through the Outstanding Schools Act, Senate Bill 380 (1993) for the purchase of computers, data transmission lines, networking hardware/software and science/math lab equipment (Section 170.254, RSMo).

TITLE VI - (IASA) Monies expended for this library media center which were received from the federal government through the state to support education reform through Innovative Education Programs.

VIDEO GRANT - Monies expended for this library media center which were received from grants awarded from the distribution of state video tax revenue.

FUND RAISERS/GIFTS - Monies expended for this library media center which were received from local fund raising activities or private gifts/donations.

LOCAL FUNDS - Monies expended for this library media center which were received from local funding sources (real and personal property taxes, Proposition C, etc.).

OTHER - Monies expended for this library media center which were received from sources other than those specifically named above.

TOTAL - Total amount spent for this library media center for each category: Supplies, Materials, Equipment, and Other expenditures. Item is system calculated and displayed.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F2-BROWSE - Displays list of library media centers currently entered. Use cursor movement keys and enter key to select library media center to update.

F3-EXIT - Returns to the Core Data - Update Menu screen.

F4- RESOURCES - Continues to the corresponding Screen 07A.

F6-NXT BLDG - Displays the next library media center in the district.

SHFT-F4-DELETE - Deletes the information currently displayed.

LIBRARY MEDIA CENTER
(Screen 07A)

June Cycle

The Library Media Center screen (07A) is reported in conjunction with Screen 07. For each library media center for which funding is reported on Screen 07, a corresponding Screen 7A reporting materials and equipment must be completed. Data are reported by attendance center, including the central office (Building No. 1000).

Refer to the *Standards for Missouri School Library Centers* (1997) when completing the Library Media Center screens (07 and 07A).

```
SCREEN  : 07A                    CORE DATA SYSTEM                    02/01/97
VERSION : 8.1                  LIBRARY MEDIA CENTER                  11 32 am

SCHOOL YEAR:  ....-..   DIST CODE/NAME:  ...-...  ..........................
BLDG NO/NAME  ....  ..........................
```

	TOTAL HOLDINGS	TOT. ITEMS COUNTABLE		ACCESS POINTS LMC	BLDG
REFERENCE:	....	....	PERIODICAL WRKSTN:	....	.....
NONFICTION:	....	....	ELECTRONIC CATALOG:	....	.....
FICTION:	....		CD-ROM:	....	.....
MAGAZINE SUB:	....		DIAL UP (MODEM):	....	.....
NEWSPAPER SUB:	....		DIRECT INTERNET:	....	.....
PERIODICAL INDEX:	....		SATELLITE/CABLE:	....	.....
VISUAL MATERIAL:	....	....	FACSIMILE MACHINES:	....	
PROF MATERIAL:	....	....	TELEPHONE LINES:	....	
PROF JOURNAL SUB:	....				
SELECTION TOOLS:	....				

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F1 -HELP     F4 -RETURN TO LMC FUNDING
                 LAST ACTION:   06/01/97  KA
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ITEM DEFINITIONS – LIBRARY MEDIA CENTER (Screen 07A)

SCHOOL YEAR - Item is displayed from Date and Time Setup, Screen M.6.1.

DIST CODE/NAME - Item is displayed from District Data screen (02).

BLDG NO/NAME - Item is displayed corresponding to Library Media Center entered on Screen 07.

Count (column headings) by which library media center resources listed on Screen 07A should be reported are defined as:

TOTAL HOLDINGS - Enter the count of all the items in this library media center collection in each of the resource categories regardless of copyright date.

TOT. ITEMS COUNTABLE - For the time/copyright-sensitive Dewey resource categories listed, enter the count of items in this library media center which have copyright dates within the most recent twelve (12) years. These resources are designated with a "copyright sensitive" parenthetical notation following the definition. Refer to the specific category in the *Standards for Missouri School Library Media Centers* for further assistance in identifying time-sensitive materials in the Dewey Decimal Classification categories.

The resource categories for which counts should be reported on Screen 07A are defined below. The *Standards for Missouri School Library Media Centers* contains a more in-depth description of the materials included in each of these categories.

REFERENCE - The reference collection may consist of a variety of formats. Reference collections in print and electronic formats should focus on subject-related reference resources such as field guides, collective biographies, almanacs, dictionaries, and encyclopedias. (Copyright sensitive)

NONFICTION - The nonfiction collection, including print, electronic, and audio formats, complemented by the reference collection and other holdings, provides information that supports research, enhances the curriculum, encourages hobbies and personal interest, and motivates students to seek information and develop new interests. (Copyright sensitive)

FICTION - Fiction materials, based upon imaginary characters and events, should contribute to developing vocabulary and reading comprehension, to broadening students' interests and backgrounds, and to encouraging a general appreciation of literature. (All countable)

MAGAZINE SUB - Magazine subscriptions providing a major source of information, seasonal literature, opinions, and other curricular and motivational information. (Refer to the *Standards* document for counting electronic access to periodical resources.)

NEWSPAPER SUB - Newspaper subscriptions providing local, state and national/international coverage of current events.

PERIODICAL INDEX - Index of articles in numerous periodical titles available in print and nonprint formats.

VISUAL MATERIAL - "Machine-dependent" visuals depicting motion or static images (which are frequently accompanied by audio tracks) such as, compact disks, slides, videocassettes, and filmstrips. These items may be counted only if cataloged and distributed through the library media center and if required equipment is available for use. (Copyright sensitive)

PROF MATERIAL - Professional books and machine-dependent and electronically-stored information that enables informal professional growth and supports the faculty's formal education. (Copyright sensitive)

PROF JOURNAL SUB - Professional journals, periodicals, and newsletters that cover educational trends and developments; suggest teaching techniques, activities and strategies; and report research in general and specialized fields.

SELECTION TOOLS - Professional library journals that include reviews for print, nonprint, and electronic materials in various formats which are appropriate for the age/grade range of the users. These journals are a tool for the School Library Media Specialist to use in selecting and purchasing resources for the school library media center.

*****ACCESS POINTS***** Count of workstations or access points with access to library media center resources at the following locations (column headings):

LMC - Accessible to users in the library media center.

BLDG - Accessible to users in other areas of the attendance center if library media center resources are accessible (excluding those located in the library media center). These may be counted if learning media center resources are accessible and the primary focus of users. Business labs used primarily for keyboarding, word processing, and other business curricula are not countable.

The technological/electronic resource workstations/access points for which counts should be reported on Screen 07A are defined below.

PERIODICAL WRKSTN - An individual computer which provides electronic access to periodical resources.

ELECTRONIC CATALOG - Workstation having access to an electronic catalog and circulation system which facilitates efficient information retrieval and school library media center management.

CD-ROM - Workstation with CD-ROM compatibility. A CD-ROM is a compact disc capable of storing vast quantities of text, graphics, and sound in a read-only format.

DIAL UP (MODEM) - Workstation that is configured and equipped to transmit and receive information over a telephone line.

DIRECT INTERNET - Workstation with the capability of accessing the Internet through dedicated connection.

SATELLITE/CABLE - Rooms with capability to access and utilize live video instruction.

FACSIMILE MACHINES - Facsimile (FAX) machine(s) in the library media center available for sending and receiving printed materials.

TELEPHONE LINES - Telephone line(s) (not solely for computer connection) available for use in the library media center.

FUNCTION KEYS (The following function keys are available on this screen.)

F1-HELP - Displays information about the current screen.

F4-RETURN TO LMC FUNDING - Returns to corresponding Screen 07.

SAMPLE CORE DATA REPORT

1997-98 CORE DATA SYSTEM **** DATE : 3/21/97
031-024 LIBRARY MEDIA CENTER (07) PAGE : 1
MAKE BELIEVE SCHOOL DISTRICT B_LM_07: 2-06

BLDG NO/NAME: 9040 MAKE BELIEVE ELEM SEATING: 32
ENROLLMENT SERVED: 437 STAFF SERVED: 24 GRADES SERVED: K-5
SQ FT READ/REF AREA: 1250 RECOMMENDED: 2640 ADDITIONAL NEEDED: 1290
SQ FT ANCILLARY AREAS: 500 RECOMMENDED: 2640 ADDITIONAL NEEDED: 2140

SOURCES OF FUNDS	SUPPLIES	MATERIALS	EQUIPMENT	OTHER	TOTAL	PER PUPIL
FREE TEXTBOOK:	0	2100	0	0	2100	4.80
INCENTIVE GRANT:	0	0	0	0	0	0
TECHNOLOGY GRANT:	0	0	0	0	0	0
TITLE VI:	0	550	0	0	550	1.26
VIDEO GRANT:	0	100	0	0	100	.23
FUND RAISERS/GIFTS	0	0	0	0	0	0
LOCAL FUNDS:	100	0	0	0	100	.23
OTHER:	0	0	0	0	0	0
TOTAL:	100	2750	0	0	2850	6.52

	TOTAL HOLDINGS	TOT. ITEM COUNTABLE	NEEDED LEVEL 1	NEEDED LEVEL 2	NEEDED LEVEL 3
REFERENCE:	58	52	168	293	368
NONFICTION:	3084	3022	358	758	1158
FICTION:	4276		0	0	0
MAGAZINE SUB:	16		5	10	15
NEWSPAPER:	2		0	0	1
PERIODICAL INDEX:	0		1	2	2
VISUAL MATERIAL:	65	63	187	374	593
PROF MATERIAL:	83	56	0	0	4
PROF JOURNAL SUB:	7		3	8	13
SELECTION TOOLS:	1				

	ACCESS POINTS LMC	BLDG
PERIODICAL WKRSTN:	0	0
ELECTRONIC CATALOG:	1	0
CD-ROM:	2	0
DIAL UP (MODEM):	1	2
DIRECT INTERNET:	0	0
SATELLITE/CABLE:	1	1
FACSIMILE MACHINES:	0	1
TELEPHONE LINES:	0	6

APPENDIX

C

INSTRUCTIONS

APPENDIX C

Use the following enrollment tables to determine the specific quantity needed for the student population SERVED in each individual building LMC.

1. Locate the grade levels served by the building LMC from the following choices. If you are unsure which division to use, check with the superintendents office to determine DESE designations.
   A. Grades 6 and Under
   B. Middle / Junior High Schools
   C. High Schools
   D. K-12 Schools

2. Round the population served to the nearest 10.

   Example: A student population of 251-254 rounds down to 250.
   Example: A student population of 255-259 rounds up to 260.

3. Using the quantity tables, find the student population served (from step 2 above) and determine the quantity of items to meet Level 1, Level 2, and Level 3 in collection areas reference, nonfiction, fiction, and periodicals.

****NOTE:** If you do not wish to take time to determine the quantities needed to reach each level, the report generated through Core Data will provide the information to you. You may print a report as soon as the information has been entered into Core Data.

GRADES

6

AND

UNDER

	GRADES 6 AND UNDER REFERENCE			GRADES 6 AND UNDER NONFICTION			GRADES 6 AND UNDER FICTION			GRADES 6 AND UNDER PERIODICALS		
Population	Level 1	Level 2	Level 3	Level 1	Level 2	Level 3	Level 1	Level 2	Level 3	Level 1	Level 2	Level 3
Up to 150	125	250	325	2000	2400	2800	1050	1550	2050	20	25	30
160	125	250	325	2000	2400	2800	1115	1615	2115	20	25	30
170	125	250	325	2000	2400	2800	1180	1680	2180	20	25	30
180	125	250	325	2000	2400	2800	1245	1745	2245	20	25	30
190	125	250	325	2000	2400	2800	1310	1810	2310	20	25	30
200	125	250	325	2000	2400	2800	1375	1875	2375	20	25	30
210	125	250	325	2000	2400	2800	1440	1940	2440	20	25	30
220	125	250	325	2000	2400	2800	1505	2005	2505	20	25	30
230	125	250	325	2000	2400	2800	1570	2070	2570	20	25	30
240	125	250	325	2000	2400	2800	1635	2135	2635	20	25	30
250	125	250	325	2000	2400	2800	1700	2200	2700	20	25	30
260	130	255	330	2080	2480	2880	1765	2265	2765	20	25	30
270	135	260	335	2160	2560	2960	1830	2330	2830	20	25	30
280	140	265	340	2240	2640	3040	1895	2395	2895	20	25	30
290	145	270	345	2320	2720	3120	1960	2460	2960	20	25	30
300	150	275	350	2400	2800	3200	2025	2525	3025	20	25	30
310	155	280	355	2480	2880	3280	2090	2590	3090	20	25	30
320	160	285	360	2560	2960	3360	2155	2655	3155	20	25	30
330	165	290	365	2640	3040	3440	2220	2720	3220	20	25	30
340	170	295	370	2720	3120	3520	2285	2785	3285	20	25	30
350	175	300	375	2800	3200	3600	2350	2850	3350	20	25	30
360	180	305	380	2880	3280	3680	2415	2915	3415	20	25	30
370	185	310	385	2960	3360	3760	2480	2980	3480	20	25	30
380	190	315	390	3040	3440	3840	2545	3045	3545	20	25	30
390	195	320	395	3120	3520	3920	2610	3110	3610	20	25	30

	REFERENCE			NONFICTION			FICTION			PERIODICALS		
	GRADES 6 AND UNDER			GRADES 6 AND UNDER			GRADES 6 AND UNDER			GRADES 6 AND UNDER		
400	200	325	400	3200	3600	4000	2675	3175	3675	20	25	30
410	205	330	405	3280	3680	4080	2740	3240	3740	20	25	30
420	210	335	410	3360	3760	4160	2805	3305	3805	20	25	30
430	215	340	415	3370	3770	4170	2870	3370	3870	21	26	31
440	220	345	420	3380	3780	4180	2935	3435	3935	21	26	31
450	225	350	425	3390	3790	4190	2937	3437	3937	21	26	31
460	230	355	430	3400	3800	4200	2939	3439	3939	21	26	31
470	235	360	435	3402	3802	4202	2941	3441	3941	21	26	31
480	240	365	440	3404	3804	4204	2943	3443	3943	22	27	32
490	245	370	445	3406	3806	4206	2945	3445	3945	22	27	32
500	250	375	450	3408	3808	4208	2947	3447	3947	22	27	32
510	255	380	455	3410	3810	4210	2957	3457	3957	22	27	32
520	260	385	460	3412	3812	4212	2967	3467	3967	22	27	32
530	265	390	465	3414	3814	4214	2977	3477	3977	23	28	33
540	270	395	470	3416	3816	4216	2987	3487	3987	23	28	33
550	275	400	475	3418	3818	4218	2997	3497	3997	23	28	33
560	277	402	477	3420	3820	4220	3007	3507	4007	23	28	33
570	279	404	479	3422	3822	4222	3017	3517	4017	23	28	33
580	281	406	481	3424	3824	4224	3027	3527	4027	24	29	34
590	283	408	483	3426	3826	4226	3037	3537	4037	24	29	34
600	288	413	488	3446	3846	4246	3057	3557	4057	24	29	34
610	293	418	493	3466	3866	4266	3077	3577	4077	24	29	34
620	298	423	498	3486	3886	4286	3097	3597	4097	24	29	34
630	303	428	503	3506	3906	4306	3117	3617	4117	25	30	35
640	308	433	508	3526	3926	4326	3137	3637	4137	25	30	35
650	313	438	513	3546	3946	4346	3157	3657	4157	25	30	35
660	318	443	518	3566	3966	4366	3177	3677	4177	25	30	35
670	323	448	523	3586	3986	4386	3197	3697	4197	25	30	35
680	328	453	528	3606	4006	4406	3217	3717	4217	26	31	36
690	333	458	533	3626	4026	4426	3237	3737	4237	26	31	36

	REFERENCE		
	GRADES 6 AND UNDER		
700	338	463	538
710	343	468	543
720	348	473	548
730	353	478	553
740	358	483	558
750	363	488	563
760	368	493	568
770	373	498	573
780	378	503	578
790	383	508	583
800	388	513	588
810	390	515	590
820	392	517	592
830	394	519	594
840	396	521	596
850	398	523	598
860	400	525	600
870	402	527	602
880	404	529	604
890	406	531	606
900	408	533	608
910	410	535	610
920	412	537	612
930	414	539	614
940	416	541	616
950	418	543	618
960	420	545	620
970	422	547	622
980	424	549	624
990	426	551	626

NONFICTION		
GRADES 6 AND UNDER		
3646	4046	4446
3666	4066	4466
3686	4086	4486
3706	4106	4506
3726	4126	4526
3746	4146	4546
3766	4166	4566
3786	4186	4586
3806	4206	4606
3826	4226	4626
3846	4246	4646
3866	4266	4666
3886	4286	4686
3906	4306	4706
3926	4326	4726
3946	4346	4746
3966	4366	4766
3986	4386	4786
4006	4406	4806
4026	4426	4826
4046	4446	4846
4066	4466	4866
4086	4486	4886
4106	4506	4906
4126	4526	4926
4146	4546	4946
4166	4566	4966
4186	4586	4986
4206	4606	5006
4226	4626	5026

FICTION		
GRADES 6 AND UNDER		
3257	3757	4257
3277	3777	4277
3297	3797	4297
3317	3817	4317
3337	3837	4337
3357	3857	4357
3377	3877	4377
3397	3897	4397
3417	3917	4417
3437	3937	4437
3457	3957	4457
3477	3977	4477
3497	3997	4497
3517	4017	4517
3537	4037	4537
3557	4057	4557
3577	4077	4577
3597	4097	4597
3617	4117	4617
3637	4137	4637
3657	4157	4657
3677	4177	4677
3697	4197	4697
3717	4217	4717
3737	4237	4737
3757	4257	4757
3777	4277	4777
3797	4297	4797
3817	4317	4817
3837	4337	4837

PERIODICALS		
GRADES 6 AND UNDER		
26	31	36
26	31	36
26	31	36
27	32	37
27	32	37
27	32	37
27	32	37
27	32	37
28	33	38
28	33	38
28	33	38
28	33	38
28	33	38
29	34	39
29	34	39
29	34	39
29	34	39
29	34	39
30	35	40
30	35	40
30	35	40
30	35	40
30	35	40
31	36	41
31	36	41
31	36	41
31	36	41
31	36	41
32	37	42
32	37	42

	REFERENCE		
	GRADES 6 AND UNDER		
1000	428	553	628
1010	430	555	630
1020	432	557	632
1030	434	559	634
1040	436	561	636
1050	438	563	638
1060	440	565	640
1070	442	567	642
1080	444	569	644
1090	446	571	646
1100	448	573	648
1110	450	575	650
1120	452	577	652
1130	454	579	654
1140	456	581	656
1150	458	583	658
1160	460	585	660
1170	462	587	662
1180	464	589	664
1190	466	591	666
1200	468	593	668
1210	470	595	670
1220	472	597	672
1230	474	599	674
1240	476	601	676
1250	478	603	678
1260	480	605	680
1270	482	607	682
1280	484	609	684
1290	486	611	686

NONFICTION		
GRADES 6 AND UNDER		
4246	4646	5046
4266	4666	5066
4286	4686	5086
4306	4706	5106
4326	4726	5126
4346	4746	5146
4366	4766	5166
4386	4786	5186
4406	4806	5206
4426	4826	5226
4446	4846	5246
4466	4866	5266
4486	4886	5286
4506	4906	5306
4526	4926	5326
4546	4946	5346
4566	4966	5366
4586	4986	5386
4606	5006	5406
4626	5026	5426
4646	5046	5446
4666	5066	5466
4686	5086	5486
4706	5106	5506
4726	5126	5526
4746	5146	5546
4766	5166	5566
4786	5186	5586
4806	5206	5606
4826	5226	5626

FICTION		
GRADES 6 AND UNDER		
3857	4357	4857
3877	4377	4877
3897	4397	4897
3917	4417	4917
3937	4437	4937
3957	4457	4957
3977	4477	4977
3997	4497	4997
4017	4517	5017
4037	4537	5037
4057	4557	5057
4077	4577	5077
4097	4597	5097
4117	4617	5117
4137	4637	5137
4157	4657	5157
4177	4677	5177
4197	4697	5197
4217	4717	5217
4237	4737	5237
4257	4757	5257
4277	4777	5277
4297	4797	5297
4317	4817	5317
4319	4819	5319
4321	4821	5321
4323	4823	5323
4325	4825	5325
4327	4827	5327
4329	4829	5329

PERIODICALS		
GRADES 6 AND UNDER		
32	37	42
32	37	42
32	37	42
33	38	43
33	38	43
33	38	43
33	38	43
33	38	43
34	39	44
34	39	44
34	39	44
34	39	44
34	39	44
35	40	45
35	40	45
35	40	45
35	40	45
35	40	45
36	41	46
36	41	46
36	41	46
36	41	46
36	41	46
37	42	47
37	42	47
37	42	47
37	42	47
37	42	47
38	43	48
38	43	48

	REFERENCE			NONFICTION			FICTION			PERIODICALS		
	GRADES 6 AND UNDER			GRADES 6 AND UNDER			GRADES 6 AND UNDER			GRADES 6 AND UNDER		
1300	488	613	688	4846	5246	5646	4331	4831	5331	38	43	48
1310	490	615	690	4866	5266	5666	4333	4833	5333	38	43	48
1320	492	617	692	4886	5286	5686	4335	4835	5335	38	43	48
1330	494	619	694	4906	5306	5706	4337	4837	5337	39	44	49
1340	496	621	696	4926	5326	5726	4339	4839	5339	39	44	49
1350	498	623	698	4946	5346	5746	4341	4841	5341	39	44	49
1360	500	625	700	4966	5366	5766	4343	4843	5343	39	44	49
1370	502	627	702	4986	5386	5786	4345	4845	5345	39	44	49
1380	504	629	704	5006	5406	5806	4347	4847	5347	40	45	50
1390	506	631	706	5026	5426	5826	4349	4849	5349	40	45	50
1400	508	633	708	5046	5446	5846	4351	4851	5351	40	45	50
1410	510	635	710	5048	5466	5866	4353	4853	5353	40	45	50
1420	512	637	712	5050	5486	5886	4355	4855	5355	40	45	50
1430	514	639	714	5052	5506	5906	4357	4857	5357	41	46	51
1440	516	641	716	5054	5526	5926	4359	4859	5359	41	46	51
1450	518	643	718	5056	5546	5946	4361	4861	5361	41	46	51
1460	520	645	720	5058	5566	5966	4363	4863	5363	41	46	51
1470	522	647	722	5060	5586	5986	4365	4865	5365	41	46	51
1480	524	649	724	5062	5606	6006	4367	4867	5367	42	47	52
1490	526	651	726	5064	5626	6026	4369	4869	5369	42	47	52
1500	528	653	728	5066	5646	6046	4371	4871	5371	42	47	52
1510	530	655	730	5068	5666	6066	4373	4873	5373	42	47	52
1520	532	657	732	5070	5686	6086	4375	4875	5375	42	47	52
1530	534	659	734	5072	5706	6106	4377	4877	5377	43	48	53
1540	536	661	736	5074	5726	6126	4379	4879	5379	43	48	53
1550	538	663	738	5076	5746	6146	4381	4881	5381	43	48	53
1560	540	665	740	5078	5766	6166	4383	4883	5383	43	48	53
1570	542	667	742	5080	5786	6186	4385	4885	5385	43	48	53
1580	544	669	744	5082	5806	6206	4387	4887	5387	44	49	54
1590	546	671	746	5084	5826	6226	4389	4889	5389	44	49	54

	REFERENCE			NONFICTION			FICTION			PERIODICALS		
	GRADES 6 AND UNDER			GRADES 6 AND UNDER			GRADES 6 AND UNDER			GRADES 6 AND UNDER		
1600	548	673	748	5086	5846	6246	4391	4891	5391	44	49	54
1610	550	675	750	5088	5866	6266	4393	4893	5393	44	49	54
1620	552	677	752	5090	5886	6286	4395	4895	5395	44	49	54
1630	554	679	754	5092	5906	6306	4397	4897	5397	45	50	55
1640	556	681	756	5094	5926	6326	4399	4899	5399	45	50	55
1650	558	683	758	5096	5946	6346	4401	4901	5401	45	50	55
1660	560	685	760	5098	5966	6366	4403	4903	5403	45	50	55
1670	562	687	762	5100	5986	6386	4405	4905	5405	45	50	55
1680	564	689	764	5102	6006	6406	4407	4907	5407	46	51	56
1690	566	691	766	5104	6026	6426	4409	4909	5409	46	51	56
1700	568	693	768	5106	6046	6446	4411	4911	5411	46	51	56
1710	570	695	770	5108	6048	6448	4413	4913	5413	46	51	56
1720	572	697	772	5110	6050	6450	4415	4915	5415	46	51	56
1730	574	699	774	5112	6052	6452	4417	4917	5417	47	52	57
1740	576	701	776	5114	6054	6454	4419	4919	5419	47	52	57
1750	578	703	778	5116	6056	6456	4421	4921	5421	47	52	57
1760	580	705	780	5118	6058	6458	4423	4923	5423	47	52	57
1770	582	707	782	5120	6060	6460	4425	4925	5425	47	52	57
1780	584	709	784	5122	6062	6462	4427	4927	5427	48	53	58
1790	586	711	786	5124	6064	6464	4429	4929	5429	48	53	58
1800	588	713	788	5126	6066	6466	4431	4931	5431	48	53	58
1810	590	715	790	5128	6068	6468	4433	4933	5433	48	53	58
1820	592	717	792	5130	6070	6470	4435	4935	5435	48	53	58
1830	594	719	794	5132	6072	6472	4437	4937	5437	49	54	59
1840	596	721	796	5134	6074	6474	4439	4939	5439	49	54	59
1850	598	723	798	5136	6076	6476	4441	4941	5441	49	54	59
1860	600	725	800	5138	6078	6478	4443	4943	5443	49	54	59
1870	602	727	802	5140	6080	6480	4445	4945	5445	49	54	59
1880	604	729	804	5142	6082	6482	4447	4947	5447	50	55	60
1890	606	731	806	5144	6084	6484	4449	4949	5449	50	55	60

	REFERENCE			NONFICTION			FICTION			PERIODICALS		
	GRADES 6 AND UNDER			GRADES 6 AND UNDER			GRADES 6 AND UNDER			GRADES 6 AND UNDER		
1900	608	733	808	5146	6086	6486	4451	4951	5451	50	55	60
1910	610	735	810	5148	6088	6488	4453	4953	5453	50	55	60
1920	612	737	812	5150	6090	6490	4455	4955	5455	50	55	60
1930	614	739	814	5152	6092	6492	4457	4957	5457	51	56	61
1940	616	741	816	5154	6094	6494	4459	4959	5459	51	56	61
1950	618	743	818	5156	6096	6496	4461	4961	5461	51	56	61
1960	620	745	820	5158	6098	6498	4463	4963	5463	51	56	61
1970	622	747	822	5160	6100	6500	4465	4965	5465	51	56	61
1980	624	749	824	5162	6102	6502	4467	4967	5467	52	57	62
1990	626	751	826	5164	6104	6504	4469	4969	5469	52	57	62
2000	628	753	828	5166	6106	6506	4471	4971	5471	52	57	62
2010	630	755	830	5168	6108	6508	4473	4973	5473	52	57	62
2020	632	757	832	5170	6110	6510	4475	4975	5475	52	57	62
2030	634	759	834	5172	6112	6512	4477	4977	5477	53	58	63
2040	636	761	836	5174	6114	6514	4479	4979	5479	53	58	63
2050	638	763	838	5176	6116	6516	4481	4981	5481	53	58	63
2060	640	765	840	5178	6118	6518	4483	4983	5483	53	58	63
2070	642	767	842	5180	6120	6520	4485	4985	5485	53	58	63
2080	644	769	844	5182	6122	6522	4487	4987	5487	54	59	64
2090	646	771	846	5184	6124	6524	4489	4989	5489	54	59	64
2100	648	773	848	5186	6126	6526	4491	4991	5491	54	59	64

MIDDLE

AND

JUNIOR

HIGH

SCHOOLS

MIDDLE AND JUNIOR HIGH SCHOOL

	REFERENCE			NON-FICTION			FICTION			PERIODICALS		
Population	Level 1	Level 2	Level 3	Level 1	Level 2	Level 3	Level 1	Level 2	Level 3	Level 1	Level 2	Level 3
Up to 150	190	315	440	2250	2750	3250	750	1150	1550	40	50	60
160	200	325	450	2250	2750	3250	780	1180	1580	40	50	60
170	210	335	460	2250	2750	3250	810	1210	1610	40	50	60
180	220	345	470	2250	2750	3250	840	1240	1640	40	50	60
190	230	355	480	2250	2750	3250	870	1270	1670	40	50	60
200	240	365	490	2250	2750	3250	900	1300	1700	40	50	60
210	250	375	500	2250	2750	3250	930	1330	1730	40	50	60
220	260	385	510	2250	2750	3250	960	1360	1760	40	50	60
230	270	395	520	2250	2750	3250	990	1390	1790	40	50	60
240	280	405	530	2250	2750	3250	1020	1420	1820	40	50	60
250	290	415	540	2250	2750	3250	1050	1450	1850	40	50	60
260	300	425	550	2320	2820	3320	1080	1480	1880	40	50	60
270	310	435	560	2390	2890	3390	1110	1510	1910	40	50	60
280	320	445	570	2460	2960	3460	1140	1540	1940	40	50	60
290	330	455	580	2530	3030	3530	1170	1570	1970	40	50	60
300	340	465	590	2600	3100	3600	1200	1600	2000	40	50	60
310	350	475	600	2670	3170	3670	1230	1630	2030	40	50	60
320	360	485	610	2740	3240	3740	1260	1660	2060	40	50	60
330	370	495	620	2810	3310	3810	1290	1690	2090	40	50	60
340	380	505	630	2880	3380	3880	1320	1720	2120	40	50	60
350	390	515	640	2950	3450	3950	1350	1750	2150	40	50	60
360	400	525	650	3020	3520	4020	1380	1780	2180	40	50	60
370	410	535	660	3090	3590	4090	1410	1810	2210	40	50	60
380	420	545	670	3160	3660	4160	1440	1840	2240	40	50	60
390	430	555	680	3230	3730	4230	1470	1870	2270	40	50	60

	REFERENCE		
	MIDDLE / JR. HIGH		
400	440	565	690
410	450	575	700
420	460	585	710
430	470	595	720
440	473	598	723
450	476	601	726
460	479	604	729
470	482	607	732
480	485	610	735
490	488	613	738
500	491	616	741
510	494	619	744
520	497	622	747
530	500	625	750
540	503	628	753
550	506	631	756
560	509	634	759
570	512	637	762
580	515	640	765
590	518	643	768
600	521	646	771
610	524	649	774
620	527	652	777
630	530	655	780
640	533	658	783
650	536	661	786
660	539	664	789
670	542	667	792
680	545	670	795
690	548	673	798

NON-FICTION		
MIDDLE / JR. HIGH		
3300	3800	4300
3370	3870	4370
3440	3940	4440
3510	4010	4510
3580	4080	4580
3650	4150	4650
3720	4220	4720
3790	4290	4790
3860	4360	4860
3930	4430	4930
4000	4500	5000
4070	4570	5070
4140	4640	5140
4210	4710	5210
4280	4780	5280
4290	4790	5290
4300	4800	5300
4310	4810	5310
4320	4820	5320
4330	4830	5330
4400	4900	5400
4470	4970	5470
4540	5040	5540
4610	5110	5610
4680	5180	5680
4750	5250	5750
4820	5320	5820
4890	5390	5890
4960	5460	5960
5030	5530	6030

FICTION		
MIDDLE / JR. HIGH		
1500	1900	2300
1530	1930	2330
1560	1960	2360
1590	1990	2390
1620	2020	2420
1650	2050	2450
1680	2080	2480
1710	2110	2510
1740	2140	2540
1770	2170	2570
1800	2200	2600
1830	2230	2630
1860	2260	2660
1890	2290	2690
1920	2320	2720
1950	2350	2750
1980	2380	2780
2010	2410	2810
2040	2440	2840
2070	2470	2870
2100	2500	2900
2130	2530	2930
2160	2560	2960
2190	2590	2990
2220	2620	3020
2250	2650	3050
2280	2680	3080
2310	2710	3110
2340	2740	3140
2370	2770	3170

PERIODICALS		
MIDDLE / JR. HIGH		
40	50	60
40	50	60
40	51	61
41	51	61
41	51	61
41	51	61
41	52	62
41	52	62
42	52	62
42	52	62
42	53	63
42	53	63
42	53	63
43	53	63
43	54	64
43	54	64
43	54	64
43	54	64
44	55	65
44	55	65
44	55	65
44	55	65
44	56	66
45	56	66
45	56	66
45	56	66
45	57	67
45	57	67
46	57	67

	REFERENCE		
	MIDDLE / JR. HIGH		
700	551	676	801
710	554	679	804
720	557	682	807
730	560	685	810
740	563	688	813
750	566	691	816
760	569	694	819
770	572	697	822
780	575	700	825
790	578	703	828
800	581	706	831
810	584	709	834
820	587	712	837
830	590	715	840
840	593	718	843
850	596	721	846
860	599	724	849
870	602	727	852
880	605	730	855
890	608	733	858
900	611	736	861
910	614	739	864
920	617	742	867
930	620	745	870
940	623	748	873
950	626	751	876
960	629	754	879
970	632	757	882
980	635	760	885
990	638	763	888

NON-FICTION		
MIDDLE / JR. HIGH		
5100	5600	6100
5170	5670	6170
5240	5740	6240
5310	5810	6310
5380	5880	6380
5450	5950	6450
5520	6020	6520
5590	6090	6590
5660	6160	6660
5730	6230	6730
5800	6300	6800
5870	6370	6870
5940	6440	6940
6010	6510	7010
6080	6580	7080
6150	6650	7150
6160	6660	7160
6170	6670	7170
6180	6680	7180
6190	6690	7190
6200	6700	7200
6210	6710	7210
6220	6720	7220
6230	6730	7230
6240	6740	7240
6250	6750	7250
6260	6760	7260
6270	6770	7270
6280	6780	7280
6290	6790	7290

FICTION		
MIDDLE / JR. HIGH		
2400	2800	3200
2430	2830	3230
2460	2860	3260
2490	2890	3290
2520	2920	3320
2550	2950	3350
2580	2980	3380
2610	3010	3410
2640	3040	3440
2670	3070	3470
2700	3100	3500
2730	3130	3530
2760	3160	3560
2790	3190	3590
2820	3220	3620
2850	3250	3650
2880	3280	3680
2910	3310	3710
2940	3340	3740
2970	3370	3770
3000	3400	3800
3030	3430	3830
3060	3460	3860
3090	3490	3890
3120	3520	3920
3150	3550	3950
3180	3580	3980
3210	3610	4010
3240	3640	4040
3270	3670	4070

PERIODICALS		
MIDDLE / JR. HIGH		
46	58	68
46	58	68
46	58	68
47	58	68
47	59	69
47	59	69
47	59	69
47	59	69
48	60	70
48	60	70
48	60	70
48	60	70
48	61	71
49	61	71
49	61	71
49	61	71
49	62	72
49	62	72
50	62	72
50	62	72
50	63	73
50	63	73
50	63	73
51	63	73
51	64	74
51	64	74
51	64	74
51	64	74
52	65	75
52	65	75

	REFERENCE		
	MIDDLE / JR. HIGH		
1000	641	766	891
1010	644	769	894
1020	647	772	897
1030	650	775	900
1040	653	778	903
1050	656	781	906
1060	659	784	909
1070	662	787	912
1080	665	790	915
1090	668	793	918
1100	671	796	921
1110	674	799	924
1120	677	802	927
1130	680	805	930
1140	683	808	933
1150	686	811	936
1160	689	814	939
1170	692	817	942
1180	695	820	945
1190	698	823	948
1200	701	826	951
1210	704	829	954
1220	707	832	957
1230	710	835	960
1240	713	838	963
1250	716	841	966
1260	719	844	969
1270	722	847	972
1280	725	850	975
1290	728	853	978

	NON-FICTION	
	MIDDLE / JR. HIGH	
6300	6800	7300
6310	6810	7310
6320	6820	7320
6330	6830	7330
6340	6840	7340
6350	6850	7350
6360	6860	7360
6370	6870	7370
6380	6880	7380
6390	6890	7390
6400	6900	7400
6410	6910	7410
6420	6920	7420
6430	6930	7430
6440	6940	7440
6450	6950	7450
6460	6960	7460
6470	6970	7470
6480	6980	7480
6490	6990	7490
6500	7000	7500
6510	7010	7510
6520	7020	7520
6530	7030	7530
6540	7040	7540
6550	7050	7550
6560	7060	7560
6570	7070	7570
6580	7080	7580
6590	7090	7590

	FICTION	
	MIDDLE / JR. HIGH	
3300	3700	4100
3302	3702	4102
3304	3704	4104
3306	3706	4106
3308	3708	4108
3310	3710	4110
3312	3712	4112
3314	3714	4114
3316	3716	4116
3318	3718	4118
3320	3720	4120
3322	3722	4122
3324	3724	4124
3326	3726	4126
3328	3728	4128
3330	3730	4130
3332	3732	4132
3334	3734	4134
3336	3736	4136
3338	3738	4138
3340	3740	4140
3342	3742	4142
3344	3744	4144
3346	3746	4146
3348	3748	4148
3350	3750	4150
3352	3752	4152
3354	3754	4154
3356	3756	4156
3358	3758	4158

	PERIODICALS	
	MIDDLE / JR. HIGH	
52	65	75
52	65	75
52	66	76
53	66	76
53	66	76
53	66	76
53	67	77
53	67	77
54	67	77
54	67	77
54	68	78
54	68	78
54	68	78
55	68	78
55	69	79
55	69	79
55	69	79
55	69	79
56	70	80
56	70	80
56	70	80
56	70	80
56	71	81
57	71	81
57	71	81
57	71	81
57	72	82
57	72	82
58	72	82
58	72	82

	REFERENCE		
	MIDDLE / JR. HIGH		
1300	731	856	981
1310	734	859	984
1320	737	862	987
1330	740	865	990
1340	743	868	993
1350	746	871	996
1360	749	874	999
1370	752	877	1002
1380	755	880	1005
1390	758	883	1008
1400	761	886	1011
1410	764	889	1014
1420	767	892	1017
1430	770	895	1020
1440	773	898	1023
1450	776	901	1026
1460	779	904	1029
1470	782	907	1032
1480	785	910	1035
1490	788	913	1038
1500	791	916	1041
1510	794	919	1044
1520	797	922	1047
1530	800	925	1050
1540	803	928	1053
1550	806	931	1056
1560	809	934	1059
1570	812	937	1062
1580	815	940	1065
1590	818	943	1068

NON-FICTION		
MIDDLE / JR. HIGH		
6600	7100	7600
6610	7110	7610
6620	7120	7620
6630	7130	7630
6640	7140	7640
6650	7150	7650
6660	7160	7660
6670	7170	7670
6680	7180	7680
6690	7190	7690
6700	7200	7700
6710	7210	7710
6720	7220	7720
6730	7230	7730
6740	7240	7740
6750	7250	7750
6760	7260	7760
6770	7270	7770
6780	7280	7780
6790	7290	7790
6800	7300	7800
6810	7310	7810
6820	7320	7820
6830	7330	7830
6840	7340	7840
6850	7350	7850
6860	7360	7860
6870	7370	7870
6880	7380	7880
6890	7390	7890

FICTION		
MIDDLE / JR. HIGH		
3360	3760	4160
3362	3762	4162
3364	3764	4164
3366	3766	4166
3368	3768	4168
3370	3770	4170
3372	3772	4172
3374	3774	4174
3376	3776	4176
3378	3778	4178
3380	3780	4180
3382	3782	4182
3384	3784	4184
3386	3786	4186
3388	3788	4188
3390	3790	4190
3392	3792	4192
3394	3794	4194
3396	3796	4196
3398	3798	4198
3400	3800	4200
3402	3802	4202
3404	3804	4204
3406	3806	4206
3408	3808	4208
3410	3810	4210
3412	3812	4212
3414	3814	4214
3416	3816	4216
3418	3818	4218

PERIODICALS		
MIDDLE / JR. HIGH		
58	73	83
58	73	83
58	73	83
59	73	83
59	74	84
59	74	84
59	74	84
59	74	84
60	75	85
60	75	85
60	75	85
60	75	85
60	76	86
61	76	86
61	76	86
61	76	86
61	77	87
61	77	87
62	77	87
62	77	87
62	78	88
62	78	88
62	78	88
63	78	88
63	79	89
63	79	89
63	79	89
63	79	89
64	80	90
64	80	90

	REFERENCE			NON-FICTION			FICTION			PERIODICALS		
	MIDDLE / JR. HIGH			MIDDLE / JR. HIGH			MIDDLE / JR. HIGH			MIDDLE / JR. HIGH		
1600	821	946	1071	6900	7400	7900	3420	3820	4220	64	80	90
1610	824	949	1074	6910	7410	7910	3422	3822	4222	64	80	90
1620	827	952	1077	6920	7420	7920	3424	3824	4224	64	81	91
1630	830	955	1080	6930	7430	7930	3426	3826	4226	65	81	91
1640	833	958	1083	6940	7440	7940	3428	3828	4228	65	81	91
1650	836	961	1086	6950	7450	7950	3430	3830	4230	65	81	91
1660	839	964	1089	6960	7460	7960	3432	3832	4232	65	82	92
1670	842	967	1092	6970	7470	7970	3434	3834	4234	65	82	92
1680	845	970	1095	6980	7480	7980	3436	3836	4236	66	82	92
1690	848	973	1098	6990	7490	7990	3438	3838	4238	66	82	92
1700	851	976	1101	7000	7500	8000	3440	3840	4240	66	83	93

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HIGH

SCHOOLS

	HIGH SCHOOL REFERENCE			HIGH SCHOOL NON-FICTION			HIGH SCHOOL FICTION			HIGH SCHOOL PERIODICALS		
Population	Level 1	Level 2	Level 3	Level 1	Level 2	Level 3	Level 1	Level 2	Level 3	Level 1	Level 2	Level 3
Up to 250	625	750	875	3500	4500	5500	750	1000	1250	60	70	80
260	645	770	895	3580	4580	5580	760	1010	1260	60	70	80
270	665	790	915	3660	4660	5660	770	1020	1270	60	70	80
280	685	810	935	3740	4740	5740	780	1030	1280	60	70	80
290	705	830	955	3820	4820	5820	790	1040	1290	60	70	80
300	725	850	975	3900	4900	5900	800	1050	1300	60	70	80
310	745	870	995	3980	4980	5980	810	1060	1310	60	70	80
320	765	890	1015	4060	5060	6060	820	1070	1320	60	70	80
330	785	910	1035	4140	5140	6140	830	1080	1330	60	70	80
340	805	930	1055	4220	5220	6220	840	1090	1340	60	70	80
350	825	950	1075	4300	5300	6300	850	1100	1350	60	70	80
360	845	970	1095	4380	5380	6380	860	1110	1360	60	70	80
370	865	990	1115	4460	5460	6460	870	1120	1370	60	70	80
380	885	1010	1135	4540	5540	6540	880	1130	1380	60	70	80
390	905	1030	1155	4620	5620	6620	890	1140	1390	60	70	80
400	925	1050	1175	4700	5700	6700	900	1150	1400	60	70	80
410	945	1070	1195	4780	5780	6780	910	1160	1410	60	70	80
420	965	1090	1215	4860	5860	6860	920	1170	1420	60	70	80
430	985	1110	1235	4940	5940	6940	930	1180	1430	60	70	80
440	1005	1130	1255	5020	6020	7020	940	1190	1440	60	70	80
450	1025	1150	1275	5100	6100	7100	950	1200	1450	60	70	80
460	1045	1170	1295	5180	6180	7180	960	1210	1460	60	70	80
470	1065	1190	1315	5260	6260	7260	970	1220	1470	60	70	80
480	1085	1210	1335	5340	6340	7340	980	1230	1480	60	70	80

HIGH SCHOOL REFERENCE

500	1125	1250	1375
510	1145	1270	1395
520	1165	1290	1415
530	1185	1310	1435
540	1205	1330	1455
550	1225	1350	1475
560	1245	1370	1495
570	1265	1390	1515
580	1285	1410	1535
590	1305	1430	1555
600	1325	1450	1575
610	1345	1470	1595
620	1365	1490	1615
630	1370	1495	1620
640	1375	1500	1625
650	1377	1502	1627
660	1379	1504	1629
670	1381	1506	1631
680	1383	1508	1633
690	1385	1510	1635
700	1387	1512	1637
710	1389	1514	1639
720	1391	1516	1641
730	1393	1518	1643
740	1395	1520	1645

HIGH SCHOOL NON-FICTION

5500	6500	7500
5580	6580	7580
5660	6660	7660
5740	6740	7740
5820	6820	7820
5900	6900	7900
5980	6980	7980
6060	7060	8060
6140	7140	8140
6220	7220	8220
6300	7300	8300
6380	7380	8380
6460	7460	8460
6540	7540	8540
6620	7620	8620
6700	7700	8700
6780	7780	8780
6860	7860	8860
6940	7940	8940
7020	8020	9020
7100	8100	9100
7180	8180	9180
7260	8260	9260
7340	8340	9340
7420	8420	9420

HIGH SCHOOL FICTION

1000	1250	1500
1010	1260	1510
1020	1270	1520
1030	1280	1530
1040	1290	1540
1050	1300	1550
1060	1310	1560
1070	1320	1570
1080	1330	1580
1090	1340	1590
1100	1350	1600
1110	1360	1610
1120	1370	1620
1130	1380	1630
1140	1390	1640
1150	1400	1650
1160	1410	1660
1170	1420	1670
1180	1430	1680
1190	1440	1690
1200	1450	1700
1210	1460	1710
1220	1470	1720
1230	1480	1730
1240	1490	1740

HIGH SCHOOL PERIODICALS

60	70	80
60	70	80
60	70	80
60	70	80
60	70	80
60	70	80
60	70	80
60	70	80
60	70	80
60	70	80
60	70	80
60	70	80
60	70	80
60	70	80
60	70	80
61	71	81
61	71	81
61	71	81
61	71	81
61	71	81
62	72	82
62	72	82
62	72	82
62	72	82
62	72	82
63	73	83

HIGH SCHOOL REFERENCE

750	1397	1522	1647
760	1399	1524	1649
770	1401	1526	1651
780	1403	1528	1653
790	1405	1530	1655
800	1407	1532	1657
810	1409	1534	1659
820	1411	1536	1661
830	1413	1538	1663
840	1415	1540	1665
850	1417	1542	1667
860	1419	1544	1669
870	1421	1546	1671
880	1423	1548	1673
890	1425	1550	1675
900	1427	1552	1677
910	1429	1554	1679
920	1431	1556	1681
930	1433	1558	1683
940	1435	1560	1685
950	1437	1562	1687
960	1439	1564	1689
970	1441	1566	1691
980	1443	1568	1693
990	1445	1570	1695

HIGH SCHOOL NON-FICTION

7500	8500	9500
7580	8580	9580
7660	8660	9660
7740	8740	9740
7820	8820	9820
7900	8900	9900
7980	8980	9980
8060	9060	10060
8140	9140	10140
8220	9220	10220
8300	9300	10300
8380	9380	10380
8460	9460	10460
8540	9540	10540
8620	9620	10620
8700	9700	10700
8780	9780	10780
8860	9860	10860
8940	9940	10940
9020	10020	11020
9100	10100	11100
9180	10180	11180
9260	10260	11260
9340	10340	11340
9420	10420	11420

HIGH SCHOOL FICTION

1250	1500	1750
1260	1510	1760
1270	1520	1770
1280	1530	1780
1290	1540	1790
1300	1550	1800
1302	1552	1802
1304	1554	1804
1306	1556	1806
1308	1558	1808
1310	1560	1810
1312	1562	1812
1314	1564	1814
1316	1566	1816
1318	1568	1818
1320	1570	1820
1322	1572	1822
1324	1574	1824
1326	1576	1826
1328	1578	1828
1330	1580	1830
1332	1582	1832
1334	1584	1834
1336	1586	1836
1338	1588	1838

HIGH SCHOOL PERIODICALS

63	73	83
63	73	83
63	73	83
63	73	83
64	74	84
64	74	84
64	74	84
64	74	84
64	74	84
65	75	85
65	75	85
65	75	85
65	75	85
65	75	85
66	76	86
66	76	86
66	76	86
66	76	86
66	76	86
67	77	87
67	77	87
67	77	87
67	77	87
67	77	87
68	78	88

94

95

HIGH SCHOOL REFERENCE

1000	1447	1572	1697
1010	1449	1574	1699
1020	1451	1576	1701
1030	1453	1578	1703
1040	1455	1580	1705
1050	1457	1582	1707
1060	1459	1584	1709
1070	1461	1586	1711
1080	1463	1588	1713
1090	1465	1590	1715
1100	1467	1592	1717
1110	1469	1594	1719
1120	1471	1596	1721
1130	1473	1598	1723
1140	1475	1600	1725
1150	1477	1602	1727
1160	1479	1604	1729
1170	1481	1606	1731
1180	1483	1608	1733
1190	1485	1610	1735
1200	1487	1612	1737
1210	1489	1614	1739
1220	1491	1616	1741
1230	1493	1618	1743
1240	1495	1620	1745

HIGH SCHOOL NON-FICTION

9500	10500	11500
9580	10580	11580
9660	10660	11660
9740	10740	11740
9820	10820	11820
9900	10900	11900
9980	10980	11980
10060	11060	12060
10140	11140	12140
10220	11220	12220
10300	11300	12300
10380	11380	12380
10460	11460	12460
10540	11540	12540
10620	11620	12620
10700	11700	12700
10780	11780	12780
10860	11860	12860
10940	11940	12940
11020	12020	13020
11022	12022	13022
11024	12024	13024
11026	12026	13026
11028	12028	13028
11030	12030	13030

HIGH SCHOOL FICTION

1340	1590	1840
1342	1592	1842
1344	1594	1844
1346	1596	1846
1348	1598	1848
1350	1600	1850
1352	1602	1852
1354	1604	1854
1356	1606	1856
1358	1608	1858
1360	1610	1860
1362	1612	1862
1364	1614	1864
1366	1616	1866
1368	1618	1868
1370	1620	1870
1372	1622	1872
1374	1624	1874
1376	1626	1876
1378	1628	1878
1380	1630	1880
1382	1632	1882
1384	1634	1884
1386	1636	1886
1388	1638	1888

HIGH SCHOOL PERIODICALS

68	78	88
68	78	88
68	78	88
68	78	88
69	79	89
69	79	89
69	79	89
69	79	89
69	79	89
70	80	90
70	80	90
70	80	90
70	80	90
70	80	90
71	81	91
71	81	91
71	81	91
71	81	91
71	81	91
72	82	92
72	82	92
72	82	92
72	82	92
72	82	92
73	83	93

HIGH SCHOOL REFERENCE

1250	1497	1622	1747
1260	1499	1624	1749
1270	1501	1626	1751
1280	1503	1628	1753
1290	1505	1630	1755
1300	1507	1632	1757
1310	1509	1634	1759
1320	1511	1636	1761
1330	1513	1638	1763
1340	1515	1640	1765
1350	1517	1642	1767
1360	1519	1644	1769
1370	1521	1646	1771
1380	1523	1648	1773
1390	1525	1650	1775
1400	1527	1652	1777
1410	1529	1654	1779
1420	1531	1656	1781
1430	1533	1658	1783
1440	1535	1660	1785
1450	1537	1662	1787
1460	1539	1664	1789
1470	1541	1666	1791
1480	1543	1668	1793
1490	1545	1670	1795

HIGH SCHOOL NON-FICTION

11032	12032	13032
11034	12034	13034
11036	12036	13036
11038	12038	13038
11040	12040	13040
11042	12042	13042
11044	12044	13044
11046	12046	13046
11048	12048	13048
11050	12050	13050
11052	12052	13052
11054	12054	13054
11056	12056	13056
11058	12058	13058
11060	12060	13060
11062	12062	13062
11064	12064	13064
11066	12066	13066
11068	12068	13068
11070	12070	13070
11072	12072	13072
11074	12074	13074
11076	12076	13076
11078	12078	13078
11080	12080	13080

HIGH SCHOOL FICTION

1390	1640	1890
1392	1642	1892
1394	1644	1894
1396	1646	1896
1398	1648	1898
1400	1650	1900
1402	1652	1902
1404	1654	1904
1406	1656	1906
1408	1658	1908
1410	1660	1910
1412	1662	1912
1414	1664	1914
1416	1666	1916
1418	1668	1918
1420	1670	1920
1422	1672	1922
1424	1674	1924
1426	1676	1926
1428	1678	1928
1430	1680	1930
1432	1682	1932
1434	1684	1934
1436	1686	1936
1438	1688	1938

HIGH SCHOOL PERIODICALS

73	83	93
73	83	93
73	83	93
73	83	93
74	84	94
74	84	94
74	84	94
74	84	94
74	84	94
75	85	95
75	85	95
75	85	95
75	85	95
75	85	95
76	86	96
76	86	96
76	86	96
76	86	96
77	87	97
77	87	97
77	87	97
77	87	97
77	87	97
78	88	98
78	88	98

HIGH SCHOOL REFERENCE

1500	1547	1672	1797
1510	1549	1674	1799
1520	1551	1676	1801
1530	1553	1678	1803
1540	1555	1680	1805
1550	1557	1682	1807
1560	1559	1684	1809
1570	1561	1686	1811
1580	1563	1688	1813
1590	1565	1690	1815
1600	1567	1692	1817
1610	1569	1694	1819
1620	1571	1696	1821
1630	1573	1698	1823
1640	1575	1700	1825
1650	1577	1702	1827
1660	1579	1704	1829
1670	1581	1706	1831
1680	1583	1708	1833
1690	1585	1710	1835
1700	1587	1712	1837
1710	1589	1714	1839
1720	1591	1716	1841
1730	1593	1718	1843
1740	1595	1720	1845

HIGH SCHOOL NON-FICTION

11082	12082	13082
11084	12084	13084
11086	12086	13086
11088	12088	13088
11090	12090	13090
11092	12092	13092
11094	12094	13094
11096	12096	13096
11098	12098	13098
11100	12100	13100
11102	12102	13102
11104	12104	13104
11106	12106	13106
11108	12108	13108
11110	12110	13110
11112	12112	13112
11114	12114	13114
11116	12116	13116
11118	12118	13118
11120	12120	13120
11122	12122	13122
11124	12124	13124
11126	12126	13126
11128	12128	13128
11130	12130	13130

HIGH SCHOOL FICTION

1440	1690	1940
1442	1692	1942
1444	1694	1944
1446	1696	1946
1448	1698	1948
1450	1700	1950
1452	1702	1952
1454	1704	1954
1456	1706	1956
1458	1708	1958
1460	1710	1960
1462	1712	1962
1464	1714	1964
1466	1716	1966
1468	1718	1968
1470	1720	1970
1472	1722	1972
1474	1724	1974
1476	1726	1976
1478	1728	1978
1480	1730	1980
1482	1732	1982
1484	1734	1984
1486	1736	1986
1488	1738	1988

HIGH SCHOOL PERIODICALS

78	88	98
78	88	98
78	88	98
79	89	99
79	89	99
79	89	99
79	89	99
79	89	99
80	90	100
80	90	100
80	90	100
80	90	100
80	90	100
81	91	101
81	91	101
81	91	101
81	91	101
81	91	101
82	92	102
82	92	102
82	92	102
82	92	102
82	92	102
83	93	103
83	93	103

100

101

HIGH SCHOOL REFERENCE			
1750	1597	1722	1847
1760	1599	1724	1849
1770	1601	1726	1851
1780	1603	1728	1853
1790	1605	1730	1855
1800	1607	1732	1857
1810	1609	1734	1859
1820	1611	1736	1861
1830	1613	1738	1863
1840	1615	1740	1865
1850	1617	1742	1867
1860	1619	1744	1869
1870	1621	1746	1871
1880	1623	1748	1873
1890	1625	1750	1875
1900	1627	1752	1877
1910	1629	1754	1879
1920	1631	1756	1881
1930	1633	1758	1883
1940	1635	1760	1885
1950	1637	1762	1887
1960	1639	1764	1889
1970	1641	1766	1891
1980	1643	1768	1893
1990	1645	1770	1895

HIGH SCHOOL NON-FICTION		
11132	12132	13132
11134	12134	13134
11136	12136	13136
11138	12138	13138
11140	12140	13140
11142	12142	13142
11144	12144	13144
11146	12146	13146
11148	12148	13148
11150	12150	13150
11152	12152	13152
11154	12154	13154
11156	12156	13156
11158	12158	13158
11160	12160	13160
11162	12162	13162
11164	12164	13164
11166	12166	13166
11168	12168	13168
11170	12170	13170
11172	12172	13172
11174	12174	13174
11176	12176	13176
11178	12178	13178
11180	12180	13180

HIGH SCHOOL FICTION		
1490	1740	1990
1492	1742	1992
1494	1744	1994
1496	1746	1996
1498	1748	1998
1500	1750	2000
1502	1752	2002
1504	1754	2004
1506	1756	2006
1508	1758	2008
1510	1760	2010
1512	1762	2012
1514	1764	2014
1516	1766	2016
1518	1768	2018
1520	1770	2020
1522	1772	2022
1524	1774	2024
1526	1776	2026
1528	1778	2028
1530	1780	2030
1532	1782	2032
1534	1784	2034
1536	1786	2036
1538	1788	2038

HIGH SCHOOL PERIODICALS		
83	93	103
83	93	103
83	93	103
84	94	104
84	94	104
84	94	104
84	94	104
84	94	104
85	95	105
85	95	105
85	95	105
85	95	105
85	95	105
86	96	106
86	96	106
86	96	106
86	96	106
86	96	106
87	97	107
87	97	107
87	97	107
87	97	107
87	97	107
88	98	108
88	98	108

HIGH SCHOOL REFERENCE

2000	1647	1772	1897
2010	1649	1774	1899
2020	1651	1776	1901
2030	1653	1778	1903
2040	1655	1780	1905
2050	1657	1782	1907
2060	1659	1784	1909
2070	1661	1786	1911
2080	1663	1788	1913
2090	1665	1790	1915
2100	1667	1792	1917
2110	1669	1794	1919
2120	1671	1796	1921
2130	1673	1798	1923
2140	1675	1800	1925
2150	1677	1802	1927
2160	1679	1804	1929
2170	1681	1806	1931
2180	1683	1808	1933
2190	1685	1810	1935
2200	1687	1812	1937
2210	1689	1814	1939
2220	1691	1816	1941
2230	1693	1818	1943
2240	1695	1820	1945

HIGH SCHOOL NON-FICTION

11182	12182	13182
11184	12184	13184
11186	12186	13186
11188	12188	13188
11190	12190	13190
11192	12192	13192
11194	12194	13194
11196	12196	13196
11198	12198	13198
11200	12200	13200
11202	12202	13202
11204	12204	13204
11206	12206	13206
11208	12208	13208
11210	12210	13210
11212	12212	13212
11214	12214	13214
11216	12216	13216
11218	12218	13218
11220	12220	13220
11222	12222	13222
11224	12224	13224
11226	12226	13226
11228	12228	13228
11230	12230	13230

HIGH SCHOOL FICTION

1540	1790	2040
1542	1792	2042
1544	1794	2044
1546	1796	2046
1548	1798	2048
1550	1800	2050
1552	1802	2052
1554	1804	2054
1556	1806	2056
1558	1808	2058
1560	1810	2060
1562	1812	2062
1564	1814	2064
1566	1816	2066
1568	1818	2068
1570	1820	2070
1572	1822	2072
1574	1824	2074
1576	1826	2076
1578	1828	2078
1580	1830	2080
1582	1832	2082
1584	1834	2084
1586	1836	2086
1588	1838	2088

HIGH SCHOOL PERIODICALS

88	98	108
88	98	108
88	98	108
89	99	109
89	99	109
89	99	109
89	99	109
89	99	109
90	100	110
90	100	110
90	100	110
90	100	110
90	100	110
91	101	111
91	101	111
91	101	111
91	101	111
91	101	111
92	102	112
92	102	112
92	102	112
92	102	112
92	102	112
93	103	113
93	103	113

HIGH SCHOOL REFERENCE

2250	1697	1822	1947
2260	1699	1824	1949
2270	1701	1826	1951
2280	1703	1828	1953
2290	1705	1830	1955
2300	1707	1832	1957
2310	1709	1834	1959
2320	1711	1836	1961
2330	1713	1838	1963
2340	1715	1840	1965
2350	1717	1842	1967
2360	1719	1844	1969
2370	1721	1846	1971
2380	1723	1848	1973
2390	1725	1850	1975
2400	1727	1852	1977
2410	1729	1854	1979
2420	1731	1856	1981
2430	1733	1858	1983
2440	1735	1860	1985
2450	1737	1862	1987
2460	1739	1864	1989
2470	1741	1866	1991
2480	1743	1868	1993
2490	1745	1870	1995

HIGH SCHOOL NON-FICTION

11232	12232	13232
11234	12234	13234
11236	12236	13236
11238	12238	13238
11240	12240	13240
11242	12242	13242
11244	12244	13244
11246	12246	13246
11248	12248	13248
11250	12250	13250
11252	12252	13252
11254	12254	13254
11256	12256	13256
11258	12258	13258
11260	12260	13260
11262	12262	13262
11264	12264	13264
11266	12266	13266
11268	12268	13268
11270	12270	13270
11272	12272	13272
11274	12274	13274
11276	12276	13276
11278	12278	13278
11280	12280	13280

HIGH SCHOOL FICTION

1590	1840	2090
1592	1842	2092
1594	1844	2094
1596	1846	2096
1598	1848	2098
1600	1850	2100
1602	1852	2102
1604	1854	2104
1606	1856	2106
1608	1858	2108
1610	1860	2110
1612	1862	2112
1614	1864	2114
1616	1866	2116
1618	1868	2118
1620	1870	2120
1622	1872	2122
1624	1874	2124
1626	1876	2126
1628	1878	2128
1630	1880	2130
1632	1882	2132
1634	1884	2134
1636	1886	2136
1638	1888	2138

HIGH SCHOOL PERIODICALS

93	103	113
93	103	113
93	103	113
94	104	114
94	104	114
94	104	114
94	104	114
94	104	114
95	105	115
95	105	115
95	105	115
95	105	115
95	105	115
96	106	116
96	106	116
96	106	116
96	106	116
96	106	116
97	107	117
97	107	117
97	107	117
97	107	117
97	107	117
98	108	118
98	108	118

HIGH SCHOOL REFERENCE

2500	1747	1872	1997
2510	1749	1874	1999
2520	1751	1876	2001
2530	1753	1878	2003
2540	1755	1880	2005
2550	1757	1882	2007
2560	1759	1884	2009
2570	1761	1886	2011
2580	1763	1888	2013
2590	1765	1890	2015
2600	1767	1892	2017
2610	1769	1894	2019
2620	1771	1896	2021
2630	1773	1898	2023
2640	1775	1900	2025
2650	1777	1902	2027
2660	1779	1904	2029
2670	1781	1906	2031
2680	1783	1908	2033
2690	1785	1910	2035
2700	1787	1912	2037
2710	1789	1914	2039
2720	1791	1916	2041
2730	1793	1918	2043
2740	1795	1920	2045

HIGH SCHOOL NON-FICTION

11282	12282	13282
11284	12284	13284
11286	12286	13286
11288	12288	13288
11290	12290	13290
11292	12292	13292
11294	12294	13294
11296	12296	13296
11298	12298	13298
11300	12300	13300
11302	12302	13302
11304	12304	13304
11306	12306	13306
11308	12308	13308
11310	12310	13310
11312	12312	13312
11314	12314	13314
11316	12316	13316
11318	12318	13318
11320	12320	13320
11322	12322	13322
11324	12324	13324
11326	12326	13326
11328	12328	13328
11330	12330	13330

HIGH SCHOOL FICTION

1640	1890	2140
1642	1892	2142
1644	1894	2144
1646	1896	2146
1648	1898	2148
1650	1900	2150
1652	1902	2152
1654	1904	2154
1656	1906	2156
1658	1908	2158
1660	1910	2160
1662	1912	2162
1664	1914	2164
1666	1916	2166
1668	1918	2168
1670	1920	2170
1672	1922	2172
1674	1924	2174
1676	1926	2176
1678	1928	2178
1680	1930	2180
1682	1932	2182
1684	1934	2184
1686	1936	2186
1688	1938	2188

HIGH SCHOOL PERIODICALS

98	108	118
98	108	118
98	108	118
99	109	119
99	109	119
99	109	119
99	109	119
99	109	119
100	110	120
100	110	120
100	110	120
100	110	120
100	110	120
101	111	121
101	111	121
101	111	121
101	111	121
101	111	121
102	112	122
102	112	122
102	112	122
102	112	122
102	112	122
103	113	123
103	113	123

HIGH SCHOOL REFERENCE

2750	1797	1922	2047
2760	1799	1924	2049
2770	1801	1926	2051
2780	1803	1928	2053
2790	1805	1930	2055
2800	1807	1932	2057
2810	1809	1934	2059
2820	1811	1936	2061
2830	1813	1938	2063
2840	1815	1940	2065
2850	1817	1942	2067
2860	1819	1944	2069
2870	1821	1946	2071
2880	1823	1948	2073
2890	1825	1950	2075
2900	1827	1952	2077
2910	1829	1954	2079
2920	1831	1956	2081
2930	1833	1958	2083
2940	1835	1960	2085
2950	1837	1962	2087
2960	1839	1964	2089
2970	1841	1966	2091
2980	1843	1968	2093
2990	1845	1970	2095
3000	1847	1972	2097

HIGH SCHOOL NON-FICTION

11332	12332	13332
11334	12334	13334
11336	12336	13336
11338	12338	13338
11340	12340	13340
11342	12342	13342
11344	12344	13344
11346	12346	13346
11348	12348	13348
11350	12350	13350
11352	12352	13352
11354	12354	13354
11356	12356	13356
11358	12358	13358
11360	12360	13360
11362	12362	13362
11364	12364	13364
11366	12366	13366
11368	12368	13368
11370	12370	13370
11372	12372	13372
11374	12374	13374
11376	12376	13376
11378	12378	13378
11380	12380	13380
11382	12382	13382

HIGH SCHOOL FICTION

1690	1940	2190
1692	1942	2192
1694	1944	2194
1696	1946	2196
1698	1948	2198
1700	1950	2200
1702	1952	2202
1704	1954	2204
1706	1956	2206
1708	1958	2208
1710	1960	2210
1712	1962	2212
1714	1964	2214
1716	1966	2216
1718	1968	2218
1720	1970	2220
1722	1972	2222
1724	1974	2224
1726	1976	2226
1728	1978	2228
1730	1980	2230
1732	1982	2232
1734	1984	2234
1736	1986	2236
1738	1988	2238
1740	1990	2240

HIGH SCHOOL PERIODICALS

103	113	123
103	113	123
103	113	123
104	114	124
104	114	124
104	114	124
104	114	124
104	114	124
105	115	125
105	115	125
105	115	125
105	115	125
105	115	125
106	116	126
106	116	126
106	116	126
106	116	126
106	116	126
107	117	127
107	117	127
107	117	127
107	117	127
107	117	127
108	118	128
108	118	128
108	118	128

K-12

SCHOOLS

	K-12 SCHOOLS REFERENCE			K-12 SCHOOLS NON-FICTION			K-12 SCHOOLS FICTION			K-12 SCHOOLS PERIODICALS		
Population	Level 1	Level 2	Level 3	Level 1	Level 2	Level 3	Level 1	Level 2	Level 3	Level 1	Level 2	Level 3
Up To 200	400	525	650	3600	3900	4200	1500	1700	1900	60	70	80
210	420	545	670	3600	3900	4200	1500	1700	1900	60	70	80
220	440	565	690	3600	3900	4200	1500	1700	1900	60	71	81
230	460	585	710	3600	3900	4200	1500	1700	1900	61	71	81
240	480	605	730	3600	3900	4200	1500	1700	1900	61	72	82
250	500	625	750	3600	3900	4200	1500	1700	1900	61	72	82
260	520	645	770	3680	3980	4280	1500	1700	1900	62	73	83
270	540	665	790	3760	4060	4360	1500	1700	1900	62	73	83
280	560	685	810	3840	4140	4440	1500	1700	1900	62	74	84
290	580	705	830	3920	4220	4520	1500	1700	1900	63	74	84
300	600	725	850	4000	4300	4600	1520	1720	1920	63	75	85
310	620	745	870	4080	4380	4680	1540	1740	1940	63	75	85
320	640	765	890	4160	4460	4760	1560	1760	1960	64	76	86
330	660	785	910	4240	4540	4840	1580	1780	1980	64	76	86
340	680	805	930	4320	4620	4920	1600	1800	2000	64	77	87
350	700	825	950	4400	4700	5000	1620	1820	2020	65	77	87
360	720	845	970	4480	4780	5080	1640	1840	2040	65	78	88
370	722	857	982	4560	4860	5160	1660	1860	2060	65	78	88
380	724	869	994	4640	4940	5240	1680	1880	2080	66	79	89
390	726	881	1006	4720	5020	5320	1700	1900	2100	66	79	89
400	728	893	1018	4800	5100	5400	1720	1920	2120	66	80	90
410	730	905	1030	4880	5180	5480	1740	1940	2140	67	80	90
420	732	917	1042	4960	5260	5560	1760	1960	2160	67	81	91
430	734	929	1054	5040	5340	5640	1780	1980	2180	67	81	91
440	736	941	1066	5120	5420	5720	1800	2000	2200	68	82	92
450	738	953	1078	5200	5500	5800	1820	2020	2220	68	82	92
460	740	965	1090	5280	5580	5880	1840	2040	2240	68	83	93
470	742	977	1102	5360	5660	5960	1860	2060	2260	69	83	93
480	744	989	1114	5440	5740	6040	1880	2080	2280	69	84	94
490	746	1001	1126	5520	5820	6120	1900	2100	2300	69	84	94

	K-12 SCHOOLS REFERENCE		
500	748	1013	1138
510	750	1025	1150
520	752	1037	1162
530	754	1049	1174
540	756	1061	1186
550	758	1073	1198
560	760	1085	1210
570	762	1097	1222
580	764	1109	1234
590	766	1121	1246
600	776	1131	1256
610	786	1141	1266
620	796	1151	1276
630	806	1161	1286
640	816	1171	1296
650	826	1181	1306
660	836	1191	1316
670	846	1201	1326
680	856	1211	1336
690	866	1221	1346
700	876	1231	1356
710	886	1241	1366
720	896	1251	1376
730	906	1261	1386
740	916	1271	1396

	K-12 SCHOOLS NON-FICTION	
5600	5900	6200
5680	5980	6280
5760	6060	6360
5840	6140	6440
5920	6220	6520
6000	6300	6600
6030	6330	6630
6060	6360	6660
6090	6390	6690
6120	6420	6720
6200	6500	6800
6280	6580	6880
6360	6660	6960
6440	6740	7040
6520	6820	7120
6600	6900	7200
6680	6980	7280
6760	7060	7360
6840	7140	7440
6920	7220	7520
7000	7300	7600
7080	7380	7680
7160	7460	7760
7240	7540	7840
7320	7620	7920

	K-12 SCHOOLS FICTION	
1920	2120	2320
1940	2140	2340
1960	2160	2360
1980	2180	2380
2000	2200	2400
2020	2220	2420
2030	2230	2430
2040	2240	2440
2050	2250	2450
2060	2260	2460
2080	2280	2480
2100	2300	2500
2120	2320	2520
2140	2340	2540
2160	2360	2560
2180	2380	2580
2200	2400	2600
2220	2420	2620
2240	2440	2640
2260	2460	2660
2280	2480	2680
2300	2500	2700
2320	2520	2720
2340	2540	2740
2360	2560	2760

	K-12 SCHOOLS PERIODICALS	
70	85	95
70	85	95
70	86	96
71	86	96
71	87	97
71	87	97
72	88	98
72	88	98
72	89	99
73	89	99
73	90	100
73	90	100
74	91	101
74	91	101
74	92	102
75	92	102
75	93	103
75	93	103
76	94	104
76	94	104
76	95	105
77	95	105
77	96	106
77	96	106
78	97	107

	K-12 SCHOOLS REFERENCE		
750	926	1281	1406
760	936	1291	1416
770	946	1301	1426
780	956	1311	1436
790	966	1321	1446
800	976	1331	1456
810	986	1341	1466
820	996	1351	1476
830	1006	1361	1486
840	1016	1371	1496
850	1026	1381	1506
860	1036	1391	1516
870	1037	1392	1517
880	1038	1393	1518
890	1039	1394	1519
900	1040	1395	1520
910	1041	1396	1521
920	1042	1397	1522
930	1043	1398	1523
940	1044	1399	1524
950	1045	1400	1525

K-12 SCHOOLS NON-FICTION		
7400	7700	8000
7480	7780	8080
7560	7860	8160
7640	7940	8240
7720	8020	8320
7800	8100	8400
7880	8180	8480
7960	8260	8560
8040	8340	8640
8120	8420	8720
8200	8500	8800
8280	8580	8880
8360	8660	8960
8440	8740	9040
8520	8820	9120
8525	8825	9125
8530	8830	9130
8535	8835	9135
8540	8840	9140
8545	8845	9145
8550	8850	9150

K-12 SCHOOLS FICTION		
2380	2580	2780
2400	2600	2800
2420	2620	2820
2440	2640	2840
2460	2660	2860
2480	2680	2880
2500	2700	2900
2505	2705	2905
2510	2710	2910
2515	2715	2915
2520	2720	2920
2525	2725	2925
2530	2730	2930
2535	2735	2935
2540	2740	2940
2545	2745	2945
2550	2750	2950
2555	2755	2955
2560	2760	2960
2565	2765	2965
2570	2770	2970

K-12 SCHOOLS PERIODICALS		
78	97	107
78	98	108
79	98	108
79	99	109
79	99	109
80	100	110
80	100	110
80	101	111
81	101	111
81	102	112
81	102	112
82	103	113
82	103	113
82	104	114
83	104	114
83	105	115
83	105	115
84	106	116
84	106	116
84	107	117
85	107	117



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